

2024 Employee Expense Report

Employee Name * (start typing your name, click on your name, then click off to side so your name stays)

Select or type to search...

Date (Select date of mileage or date on receipt {if these dates do not match submit separately})

Email (type your email so you receive notifications)

Percentage (type your name, name of center, or name of office what is best appropriate)
(this is needed so expenses are calculated correctly, if a staff member is purchasing an item for a center we are not allowed to charge staff members percentage {example: Site Supervisor has different percentages then one of their centers})

Select your name, center name, or office.

Starting Location

1st Destination

2nd Destination

3rd Destination

4th Destination

Destination Location

Total number of miles (all mileage driven that day, please do not submit multiple submission for the same day for mileage, This causes Possible Duplicates, and they all have to be reviewed before approved)

Expense Type (select what kind of expense)

Cell Phone-4340

Meeting Cost-4505

Per Diem-4301

Registration-4503

Board Meeting-4320

Supplies-4500

Expense Amount (enter in amount of receipt less taxes)

Note (type any notes you want your manager your Business Office to know)

Manager Name (type your manager's name so they can approve)

Manager Email (enter your manager email so they know you have an expense report to approve)

Attachments (if applicable)

Submit (click on submit-to-submit webform)