GEOTEMPS INC

EXPENSE REPORT

expenses@geotemps.com

EMPLOYEE NAME: _____ *CLIENT:* _____ *PROJECT:* _____

MONTH / YEAR: _____ *IS THIS YOUR LAST EXPENSE REPORT?* ☐ *YES* ☐ *NO*

ASSIGNMENT #: _____

Date	Per Diem	Meals	Actual Miles	Mileage $	Lodging/ Airfare	Misc.	Description	Daily Total
TOTALS								

COMMENTS/HANDLING INSTRUCTIONS:

ADVANCE _____

LESS CURRENT EXPENSES _____

BALANCE DUE GEOTEMPS OR $ 0.00

BALANCE DUE EMPLOYEE $ 0.00

_____ _____

EMPLOYEE SIGNATURE DATE

_____ _____

CLIENT SIGNATURE DATE

INSTRUCTIONS FOR FILLING OUT EXPENSE REPORT

-Expenses are to be turned in regularly.

-**Tape** (not staple) all ORIGINAL receipts to an 8.5 x 11" sheet of paper in date order. Please don't overlap receipts.

- Write date of expense under ***Date***.
- Log Per Diem amount in **Per Diem** column.
- All restaurant and grocery receipts are to be listed in **Meals** column.
- Log actual miles driven to/from site in **Actual Miles**. **Mileage $** will automatically calculate your mileage reimbursement at a rate of $0.535 /mile.
- All hotel charges and airfare are to go under **Lodging/Airfare**
- Any receipt amounts for other expenses (such as fuel, baggage fees, safety equipment, office supplies, etc.) can be listed under **Misc.**
- Use the **Description** field to add any explanations such as driving route
- **Daily Total** column on the expense form is to be used to add all amounts horizontally and totals are also to be written down at the bottom of each column.
- Fax, scan and email or mail expense report with supervisor signature and receipts to the Geotemps' Reno office or your local branch. Faxed and emailed copies will be accepted as long as the receipts are readable. Expense reports with illegible receipts will need to be mailed.

A CLIENT SIGNATURE MUST BE OBTAINED BEFORE SUBMITTING TO GEOTEMPS FOR REIMBURSEMENT.

Rev: 1/12/17