

Expense Requestor Instructions

- Please follow all naming conventions exactly (including hyphens and spaces) so that files can be sorted and searched efficiently.
- Make a folder for your expense claim, named:
 - **Expense Claim - YOUR NAME - yyyy-mm**
- Open the folder, and in that folder create a new spreadsheet from the Expense Claim template. Name it:
 - **Expense Claim - YOUR NAME - yyyy-mm** (*optionally: - reason or program*)
- Fill in the spreadsheet, categorizing your expenses as best you can.
- Use drop down tabs to find commonly used retailers. You don't have to use these. You can add your own on a claim or you can add a retailer name to the drop down menu if you think it will be a place that we frequently buy products
- Note that there is a column to indicate whether the item has tax.
- Assign the Project that your expense is for. We use this to file categories of spending for programs and projects. If you're not sure of the project or you don't believe an appropriate project exists, select [*Unknown*] so the approver/treasurer/bookkeeper can analyze.
- Copy images of all your receipts into the folder. Name the receipt documents:
 - **YOUR NAME - yyyy-mm-dd - Vendor** (*optionally: - description*)
 - *Alternately, you can embed images of the receipts in the google doc*
- Ask the appropriate person to approve your expense by sharing the document to them and cc: ebc-bookkeeping.

Expense Approver

Chris Chan for all but YCR2

YCR2, share with Janine, YCR2 treasurer and EBC treasurer

Review categorization of expense - if uncertain, ask Treasurer or program coordinator

Approve the expense (if appropriate)

EBC Executive member

- reimburse for approved expenses using cheque or direct deposit CAFT
- Record, on the expense claim, how it was paid (cheque number, account, or EFT)
- Record the cheque or EFT in the 'cheques written' google doc
https://docs.google.com/spreadsheets/d/1KD3m2bUZZGijcmbpMrmxdUSQuWpjkAGnN5_yFxLbx40/edit#gid=0
- move the documents to appropriate location, in most cases
 - Financials > YYYY > Accounts > General Accounts > Servus > Transactions >
 - Financials > YYYY > Accounts > Casino Accounts > Servus > Transactions >