

INSTRUCTIONS

TRAVEL EXPENSE REPORT & CREDIT CARD/CASH RECEIPTS FORMS

EXPENSE REPORT – TRADE SHOW – TRAVEL – FAM/SITE INSPECTION - EVENTS

1. Save each template as a template on your computer.
2. The pages are individually protected; PW: swlacvb. Unprotect the form and edit as you wish.
3. The workbook is not password protected.
4. When you forward the form to an employee for completion, be sure each page is PW protected so the “auto fill” will not be accidentally be deleted.
5. On Page 1 employee enters:
 - a. Beginning and ending dates
 - b. Name of trade show, travel, fam, etc.
 - c. Employee Name
 - d. Employee Address and City
6. All other information on page 1 “auto fill” from page 2 and 3.
7. Employee must fill out page 2 if cash, personal credit card, or vehicle is used and it will “auto fill” to page 1.
8. Employee must fill out page 3 (will “auto fill” to Page 1) to record:
 - a. Section B. Charges to CVB credit cards – brief description required.
 - b. Section B. Checks and invoices paid by the CVB (i.e. registration and misc. booth charges).
 - c. Section C. Line 13 – “auto fill” Total Charges to CVB credit cards.
 - d. Section C. Line 14 – Enter ck. # in yellow box and amount in green box.
 - e. Section C. Line 15 – Document all errors and disallowed items charged to CVB credit card.

CREDIT CARD CASH RECEIPTS FORM

1. Save each template as a template on your computer.
2. This page is password protected: PW: swlacvb. Unprotect and edit as you wish.
3. When you forward the form to an employee for completion, be sure each page is PW protected to maintain the format; landscape printing and no room to spare.
4. Original Credit Card receipts, on this form, are to be turned in immediately upon return to the office.
5. All credit card and cash receipts related to travel, fam tours/site inspections, trade shows, meetings, and special events require this form.
6. If credit card charges are related to an Expense Report, make a copy of the completed form, receipts on the front, and any full-page receipts attached to the back. Attach the copy to the Expense Report. Do not attach original credit card forms to the Expense Report. The original receipts have to be attached to the Credit Card Statement.
7. Do not mix credit card and cash receipts on the same sheet.
8. Do not make copies of the cash forms and receipts.
9. Attach the original cash form and receipt to your Expense Report or a Check Request Form – whichever is applicable.

Use this form to **document lost receipts. Detail and itemizing are required.** Attach a separate sheet if more room is required.