Completing an Expense Report

Did you travel for business and now you need to be reimbursed for your meals, flights, rental car and more? Do you purchase business-related items for your department? Continue reading for step-by-step instructions on completing an expense report. Note: Mileage reimbursement requires a separate form.

Below is a table of contents. You can navigate to a specific section of this document by using CTRL+Click on the table of content items.

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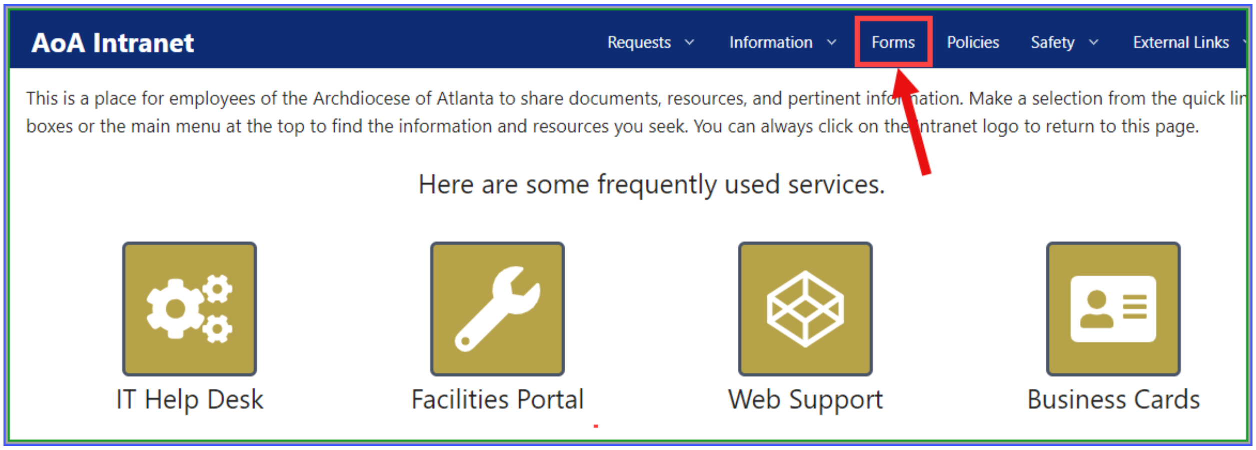
Where's the form?

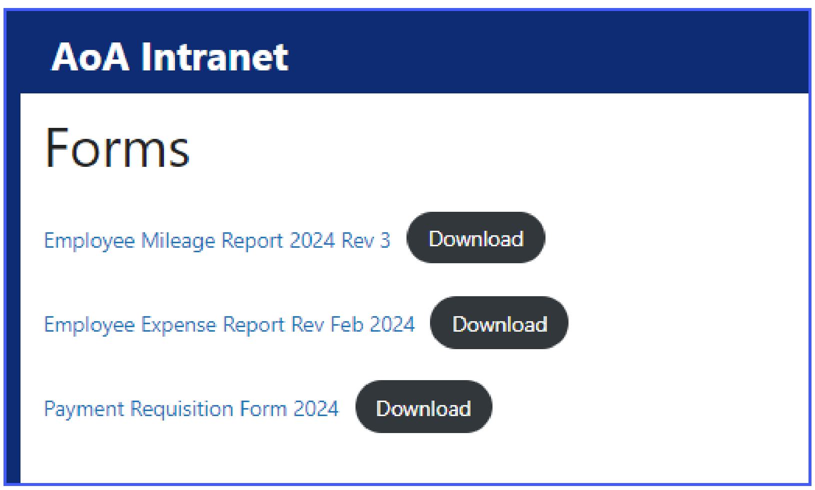
1. Use a web browser to access the Archdiocese or Atlanta's intranet at www.intranet.archat.com
2. When the site opens, click **Forms** in the menu bar (see below screenshot).



The Forms window opens and three downloadable forms display.

- Employee Mileage Report 2024
- Employee Expense Report 2024
- Payment Requisition Form 2024

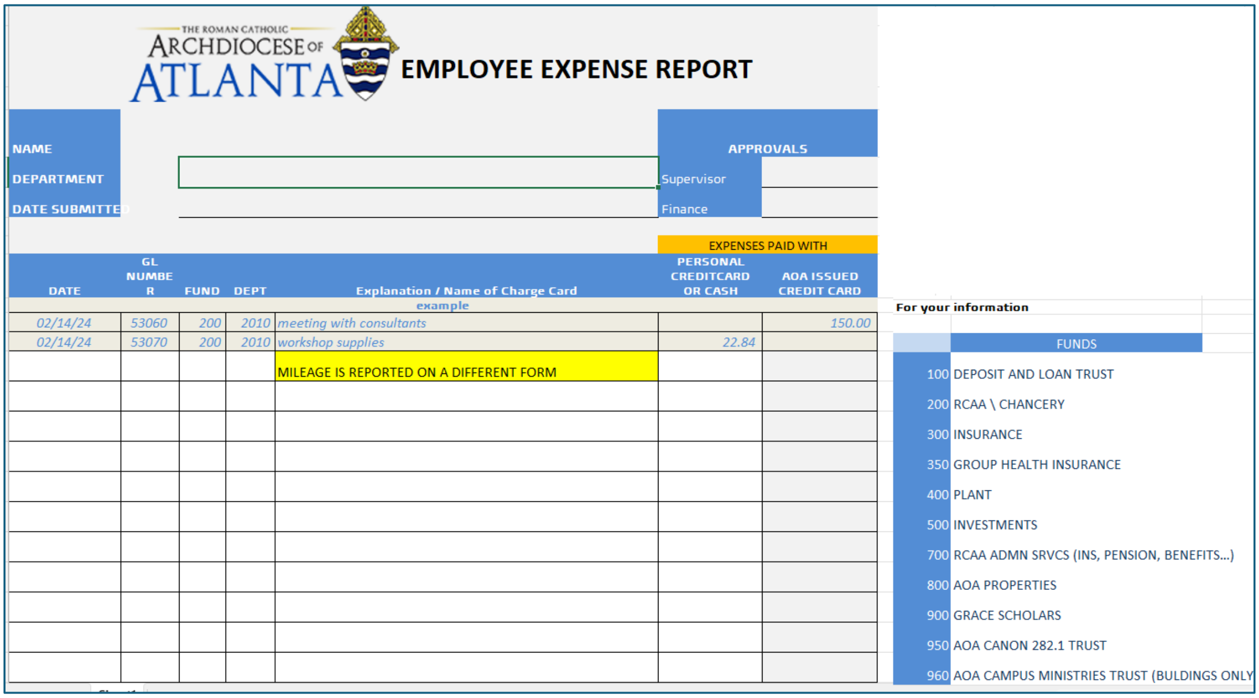
3. Click the **download button** next to the form that you want to access.



Note: You can save this form to your PC so you can use it for future expense reports. If the expense report format changes, then you will need to download the most recent version.

4. **Open the expense report** to begin adding your expenses.

- Items to Note:
    - The form contains some prepopulated fields as examples. The first two lines show completed fields. These are grayed out and will not impact the information that you enter.
    - The third line of the expense report has a note about mileage. If you are submitting mileage, you must use the mileage form.
    - The table on the right provides fund numbers. If your expenses were for one of these departments, use the corresponding fund number in the Fund column.



THE ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA

EMPLOYEE EXPENSE REPORT

NAME

DEPARTMENT

DATE SUBMITTED

APPROVALS	
Supervisor	
Finance	

DATE	GL NUMBER	FUND	DEPT	Explanation / Name of Charge Card	PERSONAL CREDITCARD OR CASH	AOA ISSUED CREDIT CARD
				example		
02/14/24	53060	200	2010	meeting with consultants		150.00
02/14/24	53070	200	2010	workshop supplies	22.84	
				MILEAGE IS REPORTED ON A DIFFERENT FORM		

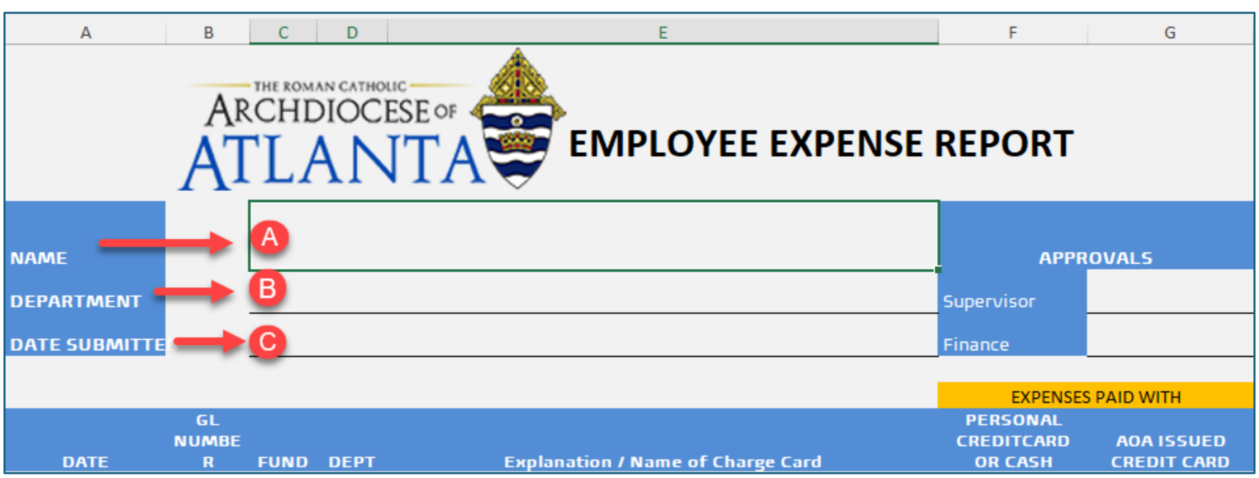
EXPENSES PAID WITH: PERSONAL CREDITCARD OR CASH / AOA ISSUED CREDIT CARD

For your information

FUNDS	
100	DEPOSIT AND LOAN TRUST
200	RCAA \ CHANCERY
300	INSURANCE
350	GROUP HEALTH INSURANCE
400	PLANT
500	INVESTMENTS
700	RCAA ADMN SRVCS (INS, PENSION, BENEFITS...)
800	AOA PROPERTIES
900	GRACE SCHOLARS
950	AOA CANON 282.1 TRUST
960	AOA CAMPUS MINISTRIES TRUST (BULDINGS ONLY

Completing Your Expense Report

5. Begin by Entering your **Name** (A), **Department** (B) and **Date Submitted** (C) in the fields at the top of the expense report:



6. Enter expenses in the columns on Line 4 (screenshot example below):

Expense Report column headings and instructions:

DATE	Enter the date the expenses were incurred.
GL NUMBER	Enter the General Ledger Account Number here. Ask your manager if you don't know which GL Number to use.
FUND	Enter the fund number here. Ask your manager if you don't know which Fund Number to use.
DEPT	Enter the department number here. Ask your manager if you don't know which DEPT Number to use.
EXPLANATION / NAME OF CHARGE CARD	Enter the expense details here.
PERSONAL CREDIT CARD OR CASH	If you used your personal credit card or your cash to pay for the expense, enter the amount in this field
AOA ISSUED CREDIT CARD	If you used an AOA-issued credit card to pay for the expense, enter the amount in this field.

					EXPENSES PAID WITH	
DATE	GL NUMBER	FUND	DEPT	Explanation / Name of Charge Card	PERSONAL CREDITCARD OR CASH	AOA ISSUED CREDIT CARD
				example		
02/14/24	*53060*	*200*	*2010*	*meeting with consultants*		*150.00*
02/14/24	*53070*	*200*	*2010*	*workshop supplies*	*22.84*	
				MILEAGE IS REPORTED ON A DIFFERENT FORM		
05/09/24	5305	700	7010	Round trip airfare to conference	435.70	
05/12/24	5305	700	2010	Airport parking	62.00	
05/12/24	5305	700	2010	shuttle driver tip (no receipt)	2.00	
05/13/24	5305	700	2010	Lunch	18.59	

Including Itemized Receipts

Itemized receipts are required for all expenses **unless they are for tips**. In the example above, there is a tip expense for a shuttle driver. In this example, we indicated 'no receipt' on the EXPLANATION / NAME OF CHARGE CARD field.

- **You cannot submit your credit card statement** as a receipt.
- **Receipts must be combined into one file** with the expense report before submitting for approval.

Including an Expense with a Lost Receipt

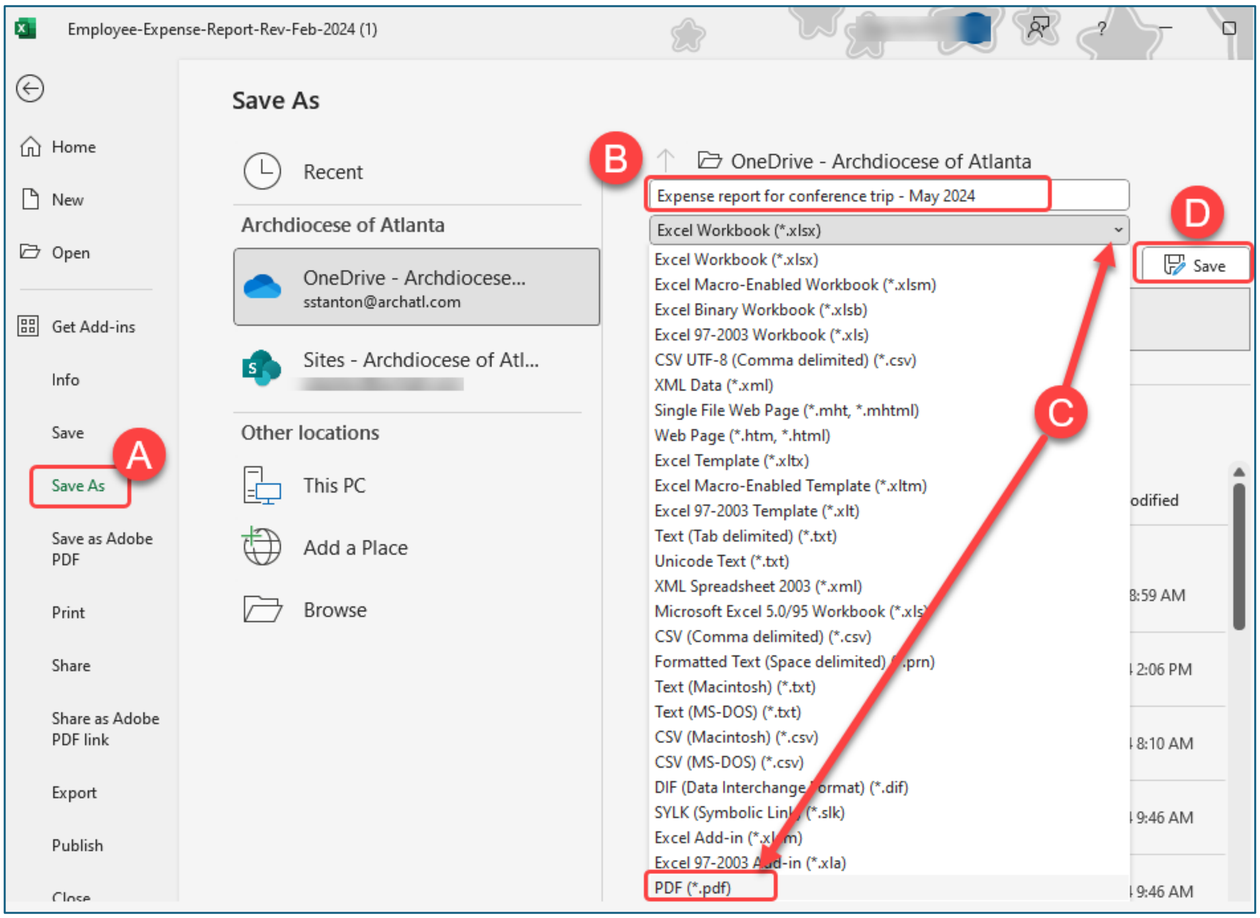
If you lost a receipt, you can include the expense on your report. Complete the expense line as described above and indicate **(no receipt)** in the Explanation/Name of Charge Card Field.

Your manager must place their electronic initials on the line for the lost receipt expense.

Using Acrobat Pro (Adobe Acrobat DC)

You must have Acrobat Pro (Adobe Acrobat DC) to complete and submit your expense report. This program enables you to save and edit your PDF files. You will need to edit the PDF file to sign the expense report. This version of Adobe Acrobat also enables you to combine the receipts with the expense report. You can request this software from the IT department via opening a ticket.

7. After completing the expense report, save it as a PDF.
    - Click **Save As**
    - Change the name of the file (example below)
    - Click the **drop-down arrow** under the file name and then click **PDF**
    - Click **Save**



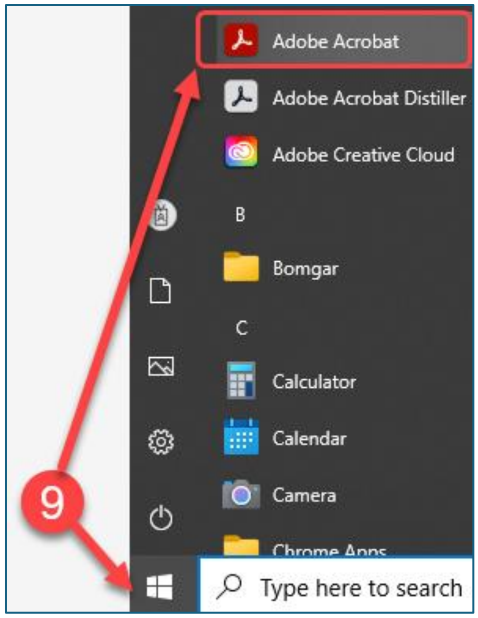
Saving Your Receipts as PDF

8. Ensure your receipts are in PDF file(s).
    - You can have multiple receipts in one file. Example: use the copy machine to scan multiple receipts and send to your email. The scan is a PDF.

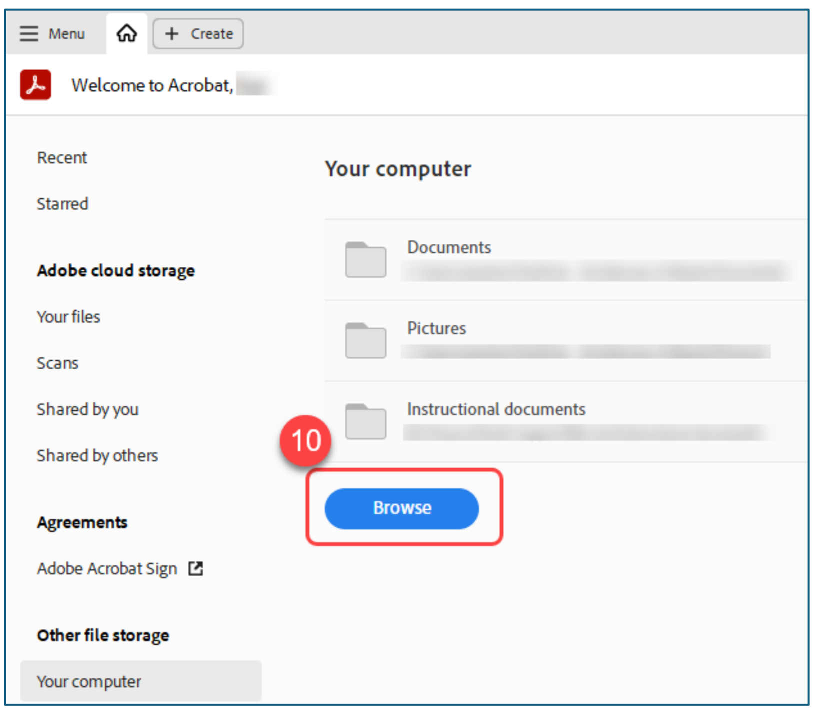
Attaching Receipts to the Expense Report PDF

Note: There are a few different ways to attach receipts. The steps below show one of those methods.

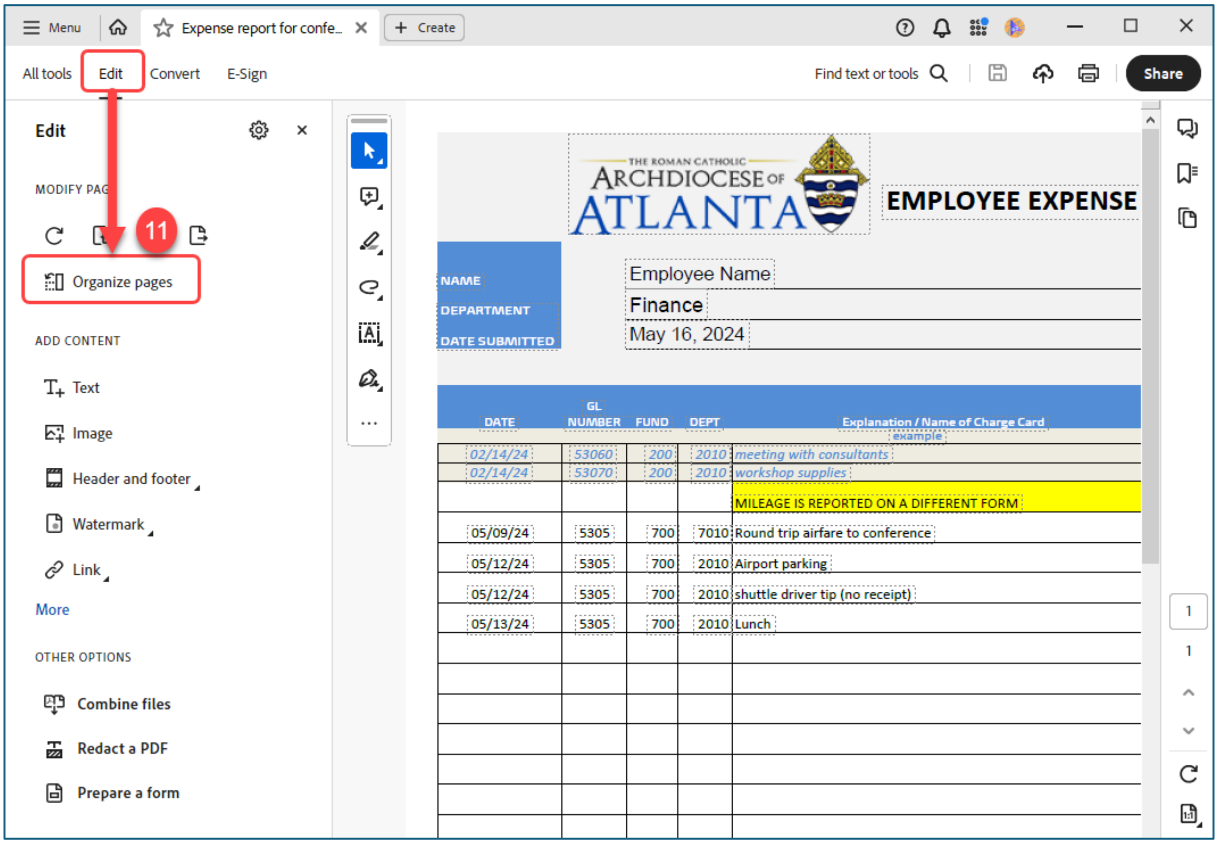
9. Open Adobe Acrobat



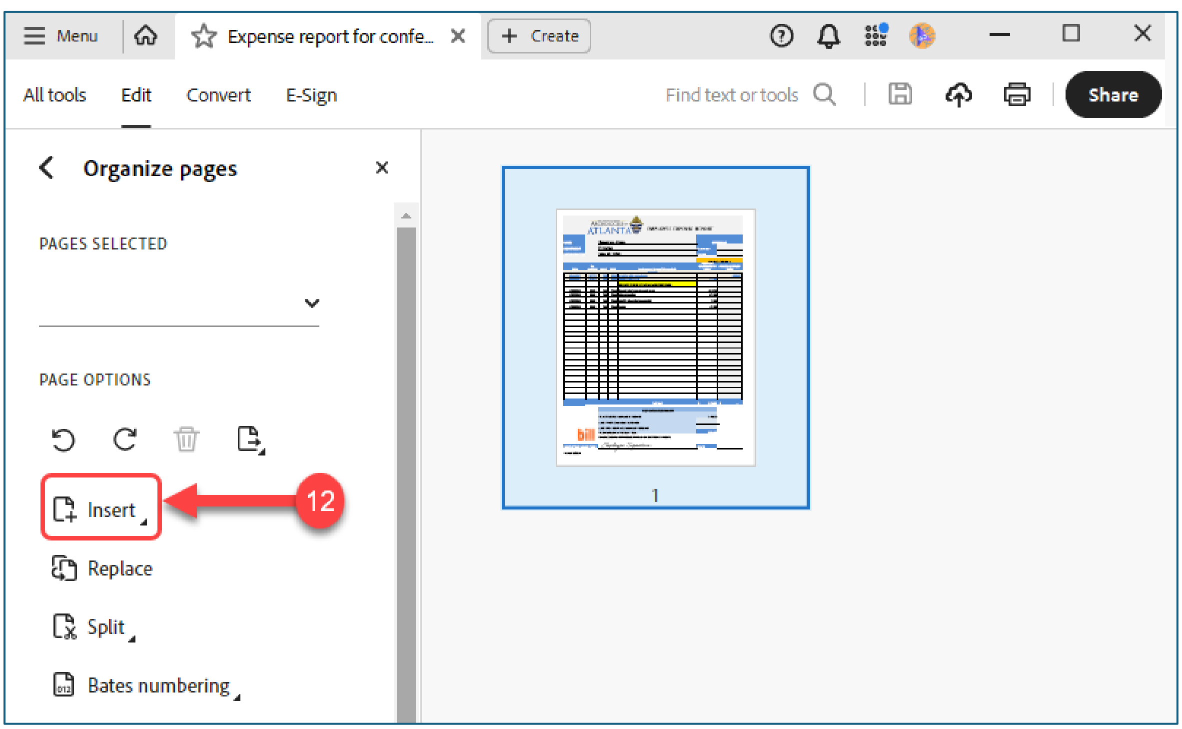
10. Browse your PC for your expense report and open it.



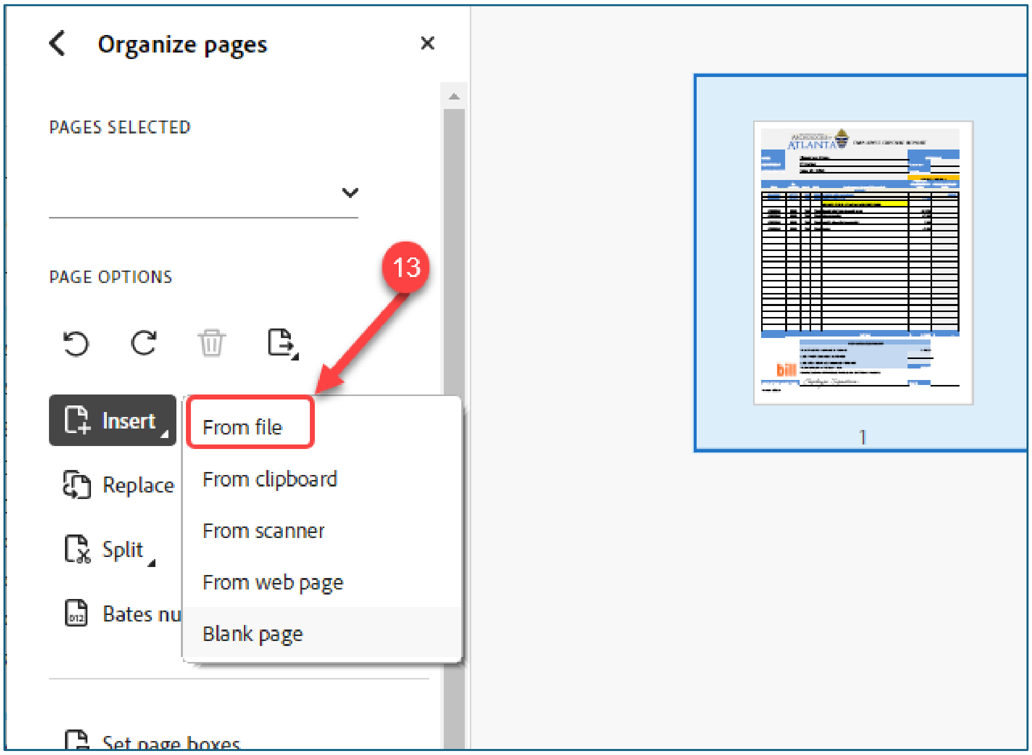
11. Click **Organize pages** in the Edit menu.



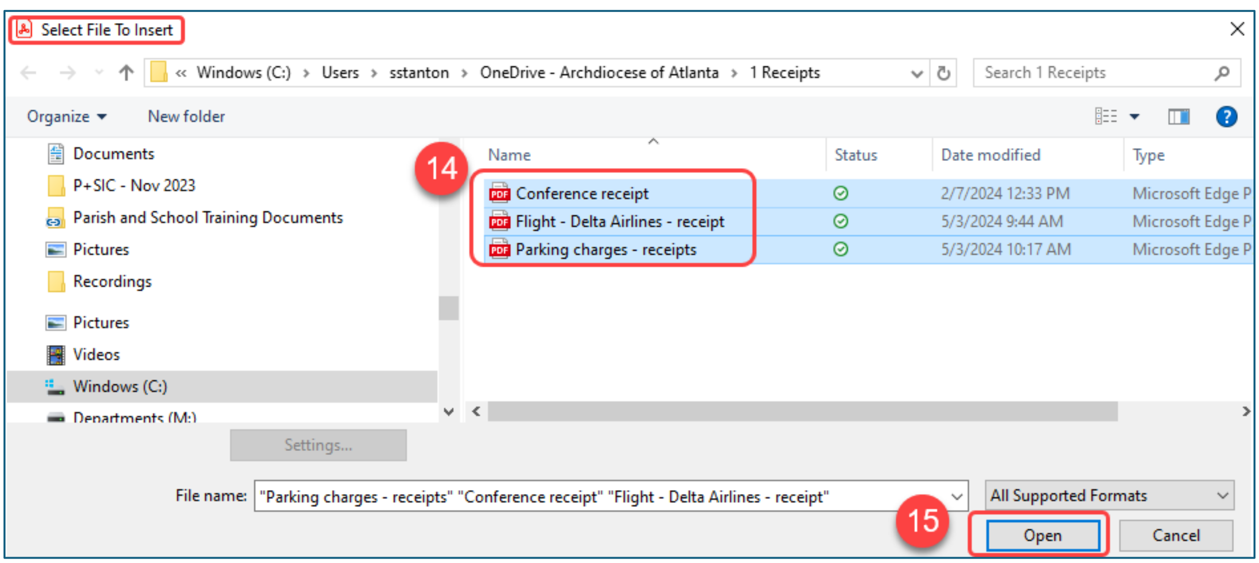
12. Click **Insert**.



13. Click **From file.**

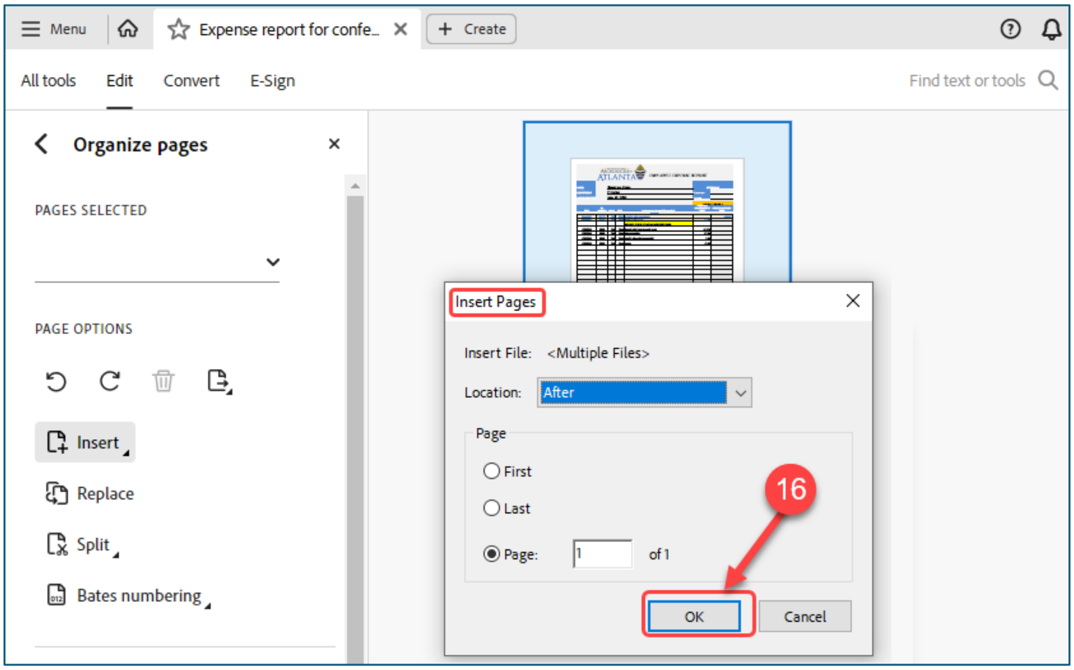


14. Locate the receipt files and **select them**.
15. Then, click **Open**.



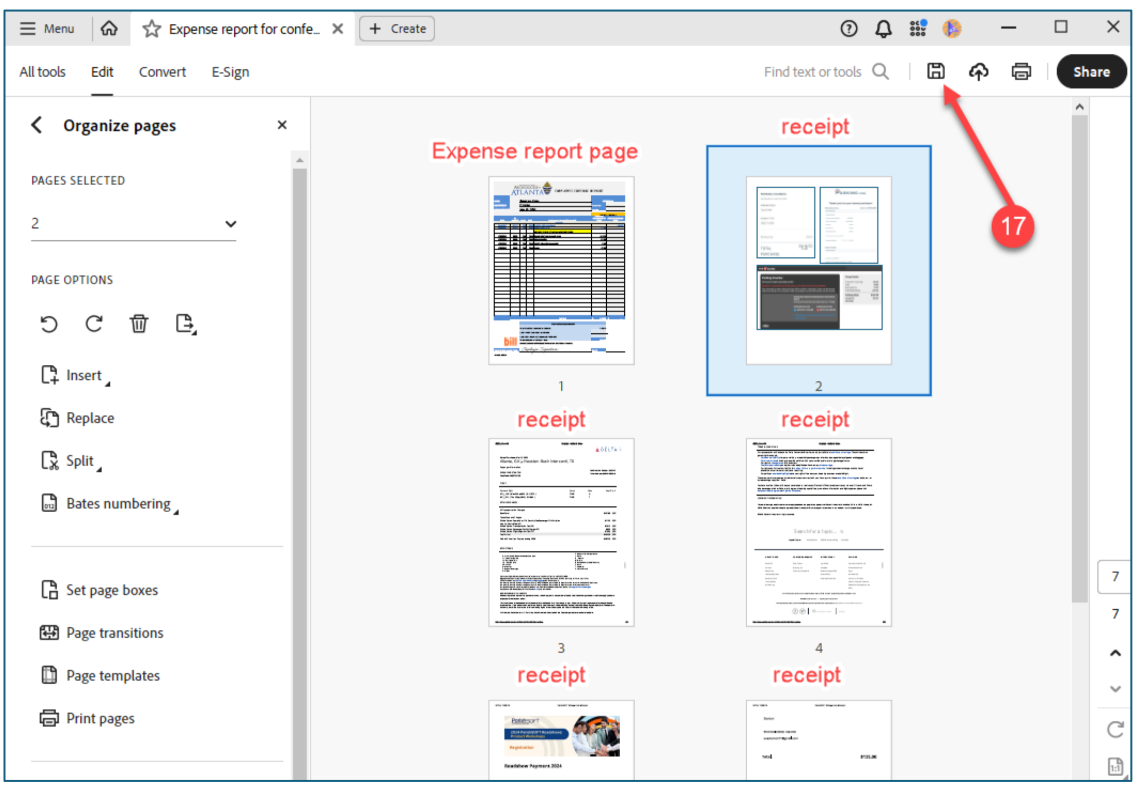
The Insert Pages window opens. The default location is **After**. This places your receipt files after the expense report.

16. Click **OK**.



The file redisplays with the documents combined. The expense report is first followed by the receipt documents.

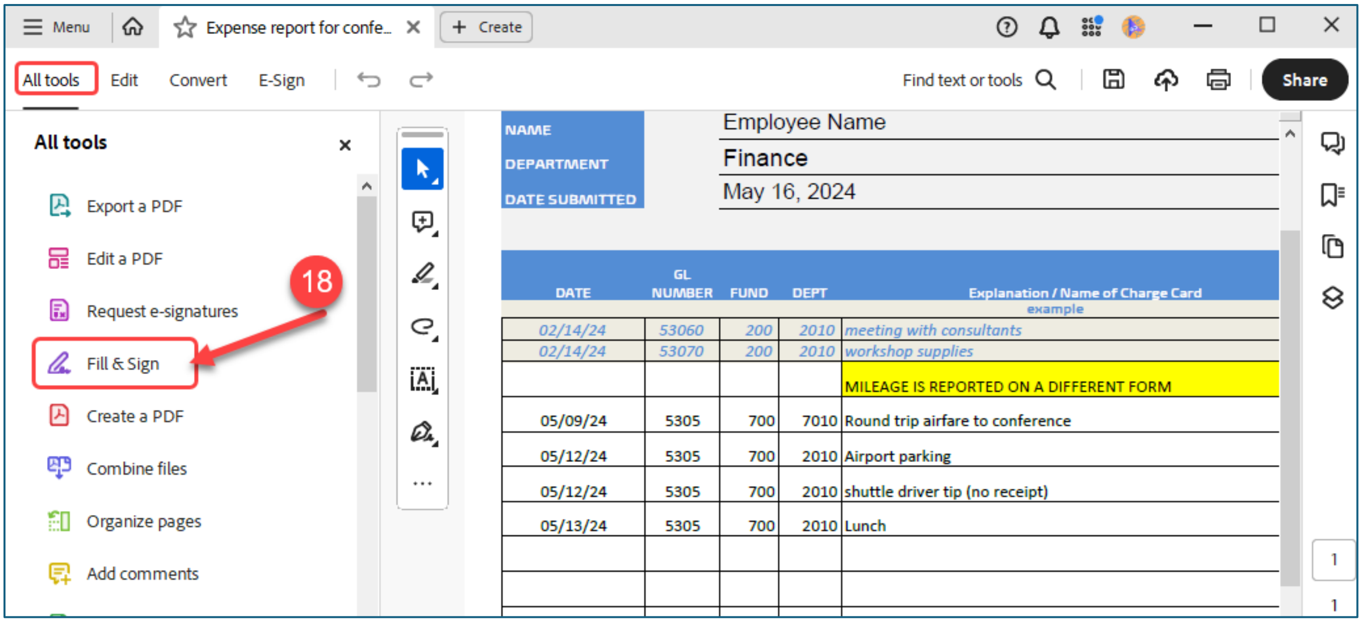
17. Click the **Save** icon.



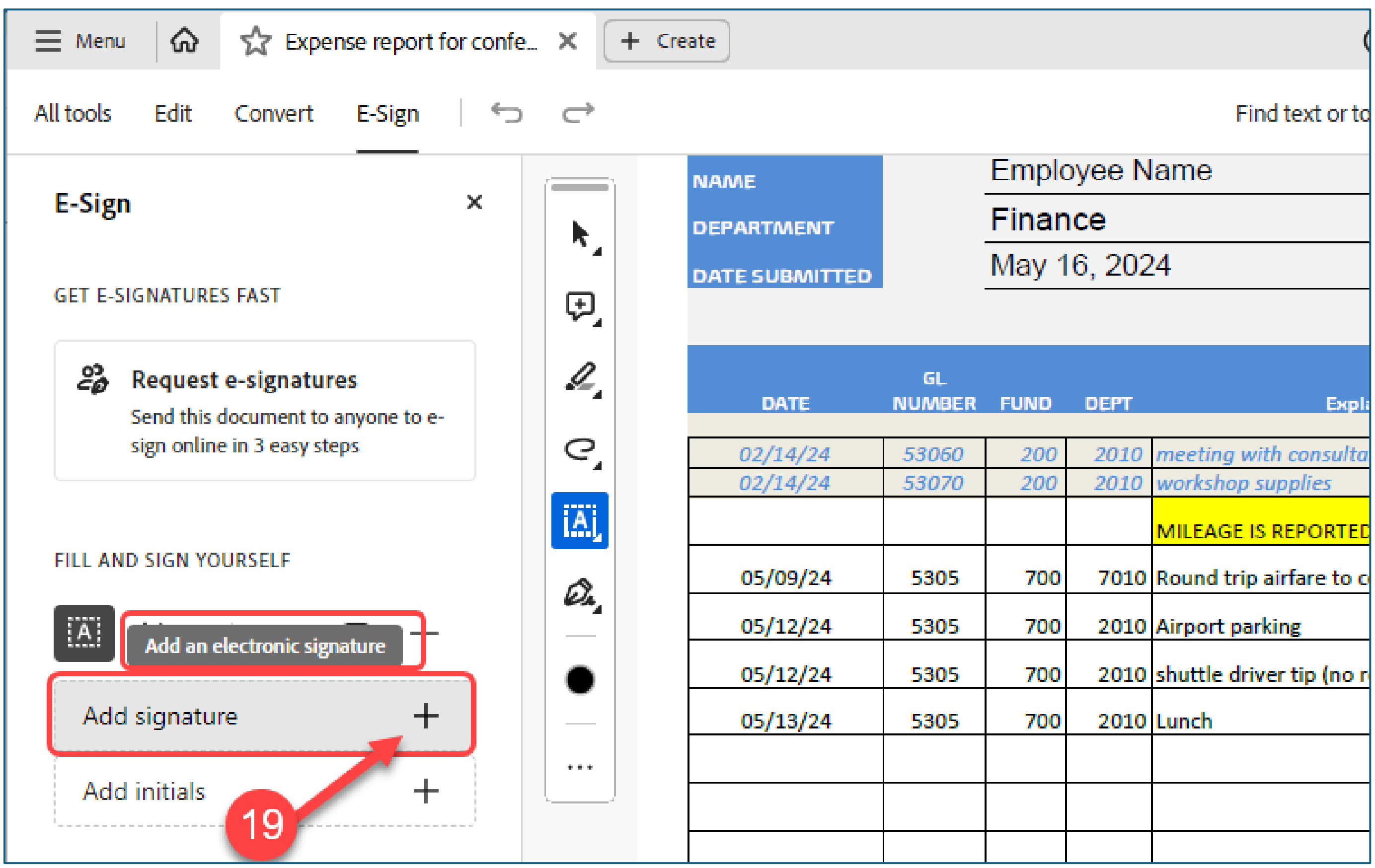
Signing your expense report

After attaching receipts, you'll need to sign your expense report electronically.

18. From the **All Tools** Menu, click **Fill & Sign**.



19. Click the **Plus + sign** next to **Add Signature**.



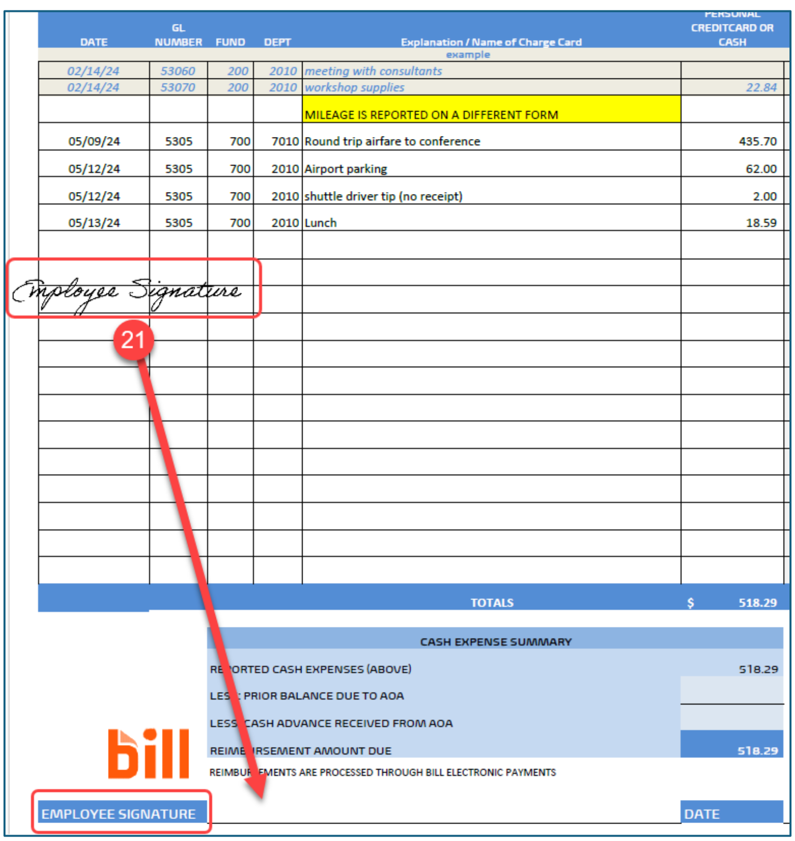
You can select how you want to sign: **Type**, **Draw** or by **adding an image** (if you have an image of your electronic signature available on your PC). In this example, we are using the type function.

20. After adding your signature, click **Apply.**

The expense report redisplays with your newly created electronic signature. *Note: Your signature may appear very large when initially created. You can use your mouse to grab the corner of the signature box and drag the corner in until your signature is sized appropriately.*

As you move your mouse, the signature follows.

21. Move your mouse to drag your signature to the signature line and drop it there.



DATE	GL NUMBER	FUND	DEPT	Explanation / Name of Charge Card	PERSONAL CREDITCARD OR CASH
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05/13/24	5305	700	2010	Lunch	18.59
				TOTALS	$ 518.29

CASH EXPENSE SUMMARY	
REPORTED CASH EXPENSES (ABOVE)	518.29
LESS: PRIOR BALANCE DUE TO AOA	
LESS: CASH ADVANCE RECEIVED FROM AOA	
REIMBURSEMENT AMOUNT DUE	518.29

REIMBURSEMENTS ARE PROCESSED THROUGH BILL ELECTRONIC PAYMENTS

22. **After signing** your expense report electronically, **save it and send it to your manager** for their approval and signature.

Receiving Your Reimbursement

Reimbursements are made through BILL.com. The reimbursement funds are deposited into your personal checking account after approval. You must set up an account in BILL.com.

If you do not have an account in BILL.com, you can request an invitation from the accounting team by sending an email to fin-ap@archatl.com