

Righteous Rides Business Expense Reporting Guidance

Submittal:

1. Business Expense Reports should be completed and submitted immediately following incurring an expense using personal funds for which reimbursement is requested
2. All expenses must first be coordinated in advance
3. An individual may at their own discretion utilize over-night or priority mail to submit their expense reports; however, Righteous Rides will not reimburse this expense

Expenses:

4. All individuals should ensure that they are authorized to incur expenses prior to expending personal funds and initiating a request for reimbursement
5. All **Travel** expense related costs should be documented and submitted using a Travel Expense Report form

Documentation:

7. All expenses must be supported by an **original** receipt
8. Should a receipt be lost, every effort should be made to obtain a copy - No payment will be made without at least a copy; Where copies are utilized, the individual must write an explanation regarding the circumstances and attesting to the validity of the expense; Repeated failure to submit all originals may result in a reprimand and/or denial of the expense reimbursement
9. The Purpose of the expense should be detailed as necessary to document the requirements – Will not only assist in the proper accounting of the expense, but also provide a reminder at a later date as necessary, e.g., expense review, budget analysis/preparation, auditor review, etc.