

INSTRUCTIONS FOR FILLING OUT EXPENSE REPORT

All receipts are to be taped (no staples) to an 8 ½ x 11 sheet of paper in date order.

Receipts are not to be overlapped. Fill out columns as follows:

- Write date of expense under **DATE**.
- All hotel charges are to go under **LODGING**.
- All restaurant and grocery receipts are to go under **MEALS**.
- All mileage and gas go under **TRANSPORTATION**.
- Number of miles need to be included with all mileage being charged. All other expenses need to be explained and the amounts are to go under **MISCELLANEOUS DESCRIPTION / AMOUNT**.

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. The expense reports with original receipts attached are to be mailed to GEOTEMPS Reno office and are not to be faxed. We do not reimburse from **faxed** copies. We need **detail** grocery receipts; **no ATM or credit card receipts** will be accepted. Expenses are to be turned in at least every two weeks but may be turned in every week.

***IF THIS IS YOUR FINAL EXPENSE REPORT,
PLEASE WRITE THAT ON THE REPORT.***

***A CLIENT SIGNATURE MUST BE OBTAINED BEFORE
SUBMITTED TO GEOTEMPS FOR PAYMENT***