

CHOCTAW ARCHIVING ENTERPRISE

Expense Report Instructions

* Enter the form of currency you are paying when entering amounts in the FOREIGN AMT areas (ex: pesos, euros, etc).

* Taxi Log: Indicate the destination of trip (ex: hotel to site, home to airport, etc).

* Baggage Log: Indicate location of baggage fee (ex: airport, hotel, etc).
Notate if you have an excess baggage charge.

1 Enter your name.

2 Enter the team type and post billing code. See tabs in spreadsheet for each.

3 Enter the last day covered in your expense report.

4 Check or fill in the box if you are returning from or leaving on break for this expense report.

5 Complete the Expense Report Sections:

M&IE: Enter the dates covered (ex: 6/29-7/5). Enter the number of days per diem is payable. Enter location. Enter M&IE rate for specific post. Total amount will calculate automatically.

LODGING: Enter dates of hotel stay. Enter number of nights. Enter location.
Enter foreign or USD amount paid.

OTHER: This sections has five categories. Enter expenses in the correct category. Indicate the type of service in purpose (internet, taxi, baggage, super glue, etc).

There is a Taxi/Baggage log if you have too many expenses. Complete the Taxi/Baggage log and transfer only the total amount to the expense report. Include the log with your expense report backup documents.

6 Sign and date expense report. Send expense report and all backup documentation to Lorton, VA office.

A copy of your Expense Report will be made available online at:

www.choctawarchiving.com

Click on "Employee Access". There will be an IMAP section of forms for your use.