



## HOW TO COMPLETE AN EXPENSE REPORT

### GENERAL INFORMATION

Complete the expense report carefully, completely and neatly. Completing an expense report is not a difficult task. They must be neat and legible so they can be checked. All expenses you incur that are associated to a job must be shown in the correct location on the expense report. **ALL EXPENSES ON THIS REPORT MUST HAVE RECEIPTS ATTACHED.** Expense reports cannot be faxed in, as they must have the supporting receipts attached to them. **Expense reports should be sent to the office weekly.** The longer you wait to turn in a weekly expense report the longer it will be before you get your money.

The letters below correspond with the large bold letters on the sample expense report. The letter below gives you the instructions for the corresponding section of the time sheet. This sample expense report corresponds to the sample time sheet.

### SPECIAL NOTES

- 1) All receipts must have the job site name, location and OE number on them.
- 2) All receipts for vehicles must also include the vehicle number and mileage at the time of expense.
- 3) USA based technicians do not record meals, laundry, or phone expenses on this report. They are what make up your per diem and are recorded on your time sheet. All employees of Hotwork use this same report and some employees need to put this information in on their expense reports.
- 4) Prepaid items or corporate-paid American Express charged items, such as airline tickets, rental cars and motels need to be shown on the report and circled to indicate they were prepaid. See details of those sections below.
- 5) If you are reimbursed and pay your corporate American Express bill, DO NOT circle items charged to our card. Circled items will not be paid to you. Circled items MUST be entered to record cost of the job or task you are assigned to.
- 6) If you have questions on your report contact your supervisor for clarification before you do it wrong which would just cause a delay in processing your report.
- 7) Should you need to purchase employee benefit items like metatarsal boots, prescription safety glasses, or special items, call safety Coordinator or your supervisor for approval. Record the purchase on your report along with the receipt and indicate what they were for. See details below.

### INSTRUCTIONS

**A – EMPLOYEE:** Print your first and last name neatly.

**B – WEEK ENDING:** Record the date, day, month and year must be included. The Hotwork week ALWAYS ends at midnight on Saturday.

**C – LOCATION WORKED OR ACCOUNT VISITED:** Print the customer's plant name, the city and state it is located in, and the 7-digit order entry number also known as the OE number. This information can be spread out over the length of the job or in one square with a line drawn out from the first day. A solid line would indicate the end day of the job and an arrow on Saturday would indicate that the job continued into the next week. Travel days must be recorded with trip origin and destination for each day of travel. You will have to re record the information on the start of the next weeks report.

**D – DATE:** Record the date you submit the report in the block marked 'D'; and record each days date over the correct day of the week.

**E – VEHICLE:** Record the vehicle number you are driving at the time of the expense you are recording. Hotwork vehicle numbers are on the key chain tag for all company vehicles. Rental vehicles have a number on them and the contract. Record "personal" if you are using your own vehicle. Personal vehicles must be authorized for each trip.

**F – ODOMETER READING:** Record the odometer reading at the time of purchase. If you have multiple fuel purchase for the same day, mark "See Receipt". If driving your personal vehicle record your odometer reading on the first day when you start your trip and again when you reach destination. Personal vehicles are not reimbursed for daily transportation to work.

**G – MILEAGE @:** Write in the current mileage rate which is currently \$0.50. In this section under the last day record your total miles driven by subtracting your start mileage from your ending mileage above and record the amount, i.e. 112/\$56.00.

**H – GAS:** Record the cost of fuel purchased. If you have to purchase fuel more than once a day or for multiple vehicles total the receipts and write in day's total. Be sure each receipt has the Vehicle number and odometer reading. Be sure to subtract out anything personal you



may have bought such as a soda from the total. It is best to do personal purchases separate from the fuel purchase. **NOTE:** Check the fluids, especially the oil and clean your windshield every time you stop for fuel.

**I – TOLLS:** Write in total amount of highway and/or bridge tolls you have to pay for each day. Be sure to put all the information mentioned in section H on all toll receipts.

**J – PARKING:** Record the amount of parking charges from things like airports under the day of purchase. Remember all the receipt information required, see section H. Parking violation tickets are your own responsibility. Do not record them. Parking is paid for company vehicles only.

**K – VEHICLE MAINTENANCE:** This is for vehicle maintenance only, such as wiper blades, breakdown repairs, tires, or batteries for the company owned vehicle you are driving at the time. Put total amount in the daily section of the receipt. Be sure receipt states clearly what was purchased and include all required information on the receipt, see section H.

**L – LAUNDRY/INCIDENTALS:** Paid to USA technicians on the time sheets. Others may enter APPROVED incidental/laundry charges. Approval must be made in advance by your supervisor.

**M – BREAKFAST/LUNCH/DINNER:** Paid to USA based technicians on the time sheets. Others may enter APPROVED meal charges. Approval must be made in advance by your supervisor.

**N – ENTERTAINMENT:** Primarily for sales/management use. Senior Technicians may be asked to entertain client personnel from time to time. Enter amount spent and enter details below. Also records names and place on receipts.

**O – MOTEL-HOTEL:** Record the amount for the motel on the last day of the stay. Receipts must be the daily detailed receipt showing all charges and taxes. Be sure to pay for and subtract any personal expenses at the motel such as movies, room service, and long distance phone calls total. Record the OE# on the receipt. If your room was prepaid or charged to a corporate-paid American Express, write in the amount and circle it. Hotwork only pays for Room, Taxes, and local phone calls, no exceptions.

**P – PHONE:** When traveling internationally, it may be cheaper to buy a pre-paid phone credit card for business calls back to the USA. Record the cost of the card and include a receipt. APPROVED business related phone charges may also be recorded here. Personal phone calls are covered by "Incidentals".

**Q – JOB SUPPLIES:** Advance approval is required to purchase job related tools, consumables, and safety equipment. Mark item name and purpose with the OE number on each receipt.

**R – OFFICE EXPENSES/POSTAGE:** Approved office expenses will be reimbursed with receipt. Postage will be reimbursed for individual pieces with a receipt for each piece. Books of postage stamps will not be reimbursed.

**S – SHOP SUPPLIES:** If shop supplies are needed for a remote shop facility, record approved expenses here. Mark item and purpose on each receipt. Mark item name and purpose with the OE number on each receipt.

**T – SHOP TOOLS:** Advance approval is required to purchase shop tools.

**U – PLANE-TRAIN:** Record the amount of the ticket on the day that the expense occurs. Be sure to circle any corporate-paid American Express or prepaid amounts charged. Record the receipt information as described in section L.

**V – BUS-TAXI:** Record the total amount of fare plus fair tip paid and record the required information on the receipt as described in section L. Bus/Taxi is paid for business related purposes only. After hours trips to/from the nightclubs are not business expenses.

**W – AUTO RENTAL:** Whenever you rent a vehicle it should be placed on your company American Express for the insurance benefit provided by American Express. Hotwork pays for insurance through a separate fund, DECLINE insurance waivers and DECLINE pre-paid fuel options. Rental cars charged to corporate American Express cards will not show up on your Amex bill. They are diverted to another Hotwork account. You still need to record the amount of the bill on your expense report on the day the vehicle is turned in regardless of who rented the vehicle. Circle the amount. Make sure the receipt has all the required information on it, see section L.

**X – TOTALS:** Add each row and record the total in the proper block in this column.

**Y – TOTAL WEEK:** Add the column and record total expenses for the week.

**Z – TOTAL:** Add all of your circled amounts for the week and record your answer.

**AA –CASH EXPENSES:** Subtract Charges from Total Expenses and enter your cash expenses. This is the amount you will be reimbursed for.

Attach all original receipts to the white copy and send in to operations **weekly!** This is also important because sometimes the client is paying for airline tickets, rental cars or other expenses and Hotwork can not wait weeks for those receipts to show up in Lexington as Hotwork needs to send the receipts along with the invoices. The yellow copy is for you to keep for your records. You will receive a statement from Hotwork indicating your deposits. Any questions or disputes with amounts being reimbursed should be directed to your supervisor for clarification.

# HOTWORK EXPENSE REPORT

EMPLOYEE **A** *Print Your Name Here*

WEEK ENDING **B** *Print "Week Ending" Date*

LOCATION WORKED/OE# OR ACCOUNT VISITED <b>C</b>	Plant Name Location <i>OE 12345-67</i>			From there to here <i>12345-67</i>	Plant Name Location <i>12346-00</i>			TOTAL WEEK
DATE	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<b>X</b>
	SUN	MON	TUE	WED	THU	FRI	SAT	
Vehicle <b>E</b>	<i>Truck No.</i>			<i>Truck No.</i>				
Odometer Reading <b>F</b>	<i>11252</i>			<i>See Receipts</i>				
Mileage @ <b>G</b>								
*Gas <b>H</b>	<i>55.00</i>			<i>125.50</i>				<i>180.50</i>
*Tolls <b>I</b>				<i>6.00</i>				<i>6.00</i>
*Parking <b>J</b>								
*Vehicle Maintenance <b>K</b>								
Per Diem								
Laundry / Incidentals <b>L</b>								
Breakfast <b>M</b>								
Lunch <b>M</b>								
Dinner <b>M</b>								
*Entertainment <b>N</b>								
*Hotel-Motel <b>O</b>				<i>425.86</i>				<i>425.86</i>
Phone <b>P</b>		<i>2.00</i>						<i>2.00</i>
*Job Supplies <b>Q</b>								
*Office Expenses / Postage <b>R</b>								
*Shop Supplies <b>S</b>								
*Shop Tools <b>T</b>								
*Plane-Train-Baggage <b>U</b>				<i>50.00</i>				<i>50.00</i>
*Bus-Taxi <b>V</b>								
*Auto Rental <b>W</b>								
<b>TOTALS</b>	<i>55.00</i>	<i>2.00</i>		<i>607.36</i>				<b>Y</b> <i>664.36</i>

\*Receipt Required

## ENTERTAINMENT DETAIL

Person	
Title	
Firm	
Place	
Nature	
of	
Business	

(USE BACK IF REQUIRED)

Total Expenses

-Less Amex Charges **Z**

Cash Expenses **AA**

-Less Cash Advance

Total Due / (Refund)