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Employee expense claim template

Photo: cottonbro Employee Expense Claim Template Application Applications help companies monitor and record the operating costs incurred by employees. Such forms help to examine all the money a person spends on meals, training, travel, entertainment and any other events that may have been purchased using their own money as opposed to previously provided money. Application forms for expenditure are usually attached to the company's travel policy. The cost report allows you to break down all the costs included in the report in as much detail as possible and attach all receipts associated with those costs. It usually organizes each expenditure by category, so it's easy to plug into your company's accounting system. Although the templates of the outlay form may vary, all forms generally help to capture the most important information about business costs, allowing companies to: Determine how much they need to reimburse a worker for business expenses that have something out of their own pocket. Document business expenses in sufficient detail to write them off on their tax returns. You can prepare outlay claims forms using accounting software or applications, templates created in Microsoft Office through Word or Excel, or documents and other programs. The application forms for expenditure shall be completed regularly — usually monthly or quarterly — and, once approved, employees are reimbursed for the costs incurred. For real-world examples, see Cambridge University's cost forms, broken down by traveller and travel type. What should the proposal for an expenditure claim form include? The expenditure claim form templates will often be unique to the company's travel needs and policies. Employees should have access to information such as mileage allowance or residence allowance so that they are aware of their spending limits and can project their reimbursement. However, there is some key information that should always be included in order to maintain organised expenditure tracking information about the employee submitting the report (section, position, contact information, etc.) Dates and amounts of currency. Detailed for each expense corresponding to the date and amount of receipts submitted as evidence of this expenditure. To briefly describe each expenditure which account within your business will be cleared most of the expense claims forms will also contain information such as: Sums for each type of expenditure. This simplifies things for the person noting data in the accounting system. Su recitation is required for the employee to turn over the report. Additional space to explain the specified expenditure which do not fit clearly into any category. Application forms for expenditure are key to staying on the budget and for making sure that there is value behind the company's spending habits. But they can also be extremely boring. You can make your forms easier less your employees will hate the process, and their claims will be more accurate and timely. It is good to do a comprehensive review of cost claims forms every now and then to simplify them as much as possible, making it easier to manage costs. Some examples of this include: Removing cost-related fields that no one uses anymore. Clearly indicate which fields are mandatory or contingent (for example, you may only need detailed explanations for entertainment costs). Preparation of a clear and concise supplement for all fields on the cost claim form, which could be confusing (for example, spelling only what the worker should include in the explanation of the cost of entertainment — which was present, the nature of the entertainment, business purpose and so on). Our detailed template of the application form for expenditure has been designed to help companies clarify and streamline the process of claiming employee costs. You can download it here and customize it to suit your business needs. The cost-recovery form is used by most companies and non-profit organisations. The new employer will soon realise that it needs a way to reimburse employees for general operating expenses such as office supplies, mileage, software, training fees, etc. You can use the Travel Charge Form or Mileage Tracker for your trip, and a general reimbursement form will be used for these other costs. All you need is a simple spreadsheet for this type of form, so our employee cost recovery form below is just a matter of fact. I also added a new PTA cost recovery form that can be printed. Advertisement This refund form has been designed to allow employees to claim reimbursement of general operating expenses. Use the travel expenses report to reimburse travel costs. If you routinely use the vehicle for business purposes, download our Mileage Tracking Log. Excel ↓ Excel ↓ (xlsx) Receipt Form For: Excel 2010 or later & Excel for iPad ↓ Google List License: Private use (not for distribution or sale) Description Including digital receipts with return forms is becoming more popular. Attaching electronic checks or photos of certificates together with a form via e-mail is an option. You can use this template to insert certificate images under a form. You can then print the form with the attached certificates as a single PDF file. New for Google sheets: Google Sheets lets you insert pictures into cells so that it can be done with certificates. However, GS does not currently have an excellent way to easily view large versions of images within cells. This template uses a separate worksheet that allows you to view larger versions of pictures. How to reimburse employees for operating costs Customize the template and then submit a copy of the form to employees when they are required to submit a cost claim. Make sure they have to attach a copy of the certificates. Don't forget to customize the list of items in categories and keep the note on mileage speed up to date (see references below for current rates). It would probably be a good thing to write a short document that you can give your employees as a guide to the types of costs you will reimburse and any other policies you want to introduce (for example, to require an employee to have prior approval for each purchase above \$XX). Payment processing: For accounting purposes (assuming you are using an accounting plan - see Tax Administration publication 463), I find it easier to write a separate check than to include a refund in a check on the payroll. Employees may appreciate that they will be reimbursed as soon as possible, rather than waiting for a normal salary. If you write a check, write a refund in the Memo box, or otherwise indicate that the check is a refund instead of the normal salary. See IRS publication 463 for detailed rules. For employees Select the appropriate category for each expenditure. If you have questions about using the form, ask your employer. Don't forget to attach copies of your invoices. Important: Keep a copy of the certificates and the refund application form for your own records! Business instalments: In order for business instalments to be tax deductible, there must be a clear business purpose, together with a certificate. You can include the purpose of a meal in a description if you transfer a lot of items in one form. PTA cost recovery form for Excel and Google ↓ Excel ↓ (xlsx) To: Excel 2007 or later & Excel for iPad ↓ License for Google Lists: Private use (not for distribution and residual) Description My wife was PTA trejsuer u wrapper (2018-2019), but we taj shapes based on the way our PTA reaguje naplacene. You can use this form to create a cost-recovery form that can be printed for your PTA, PTO, or similar organization. Related content references This template allows users to record cost claims and automatically calculates cost claims by client, employee, and expense account. The template can be used by individual employees to record the costs they need or for companies to record & allot all employee cost claims. The template also contains a request for printable costs, attach support documents, write off employees and authorize them to pay managers. The template contains the following sheets: Setup – enter the company name and sales tax percentage on this sheet. The list of error codes is also listed on this sheet for information purposes. Claims - this sheet may be used to record all cost claims. Individual users can enter all required information related to their cost claims, and companies can copy data from the versions used by individual employees to calculate the sum of cost claims for the entire company. Clients - Add client codes and client names for all of your customers on this sheet. The sums of expenditure claims are automatically calculated for the user-defined date range specified in the filter section at the top of the sheet. These calculations may be used to determine the amounts of claims for costs to be charged to the parties. Employees - Add the names of all employees on this sheet. Cost claims totals per employee are automatically calculated for the user-defined date range specified in the filter section at the top of the sheet. These calculations may be used to analyse claims for costs submitted by each employee. Accounts - Add expense account codes, account descriptions and general ledger codes to this sheet. The sums of expenditure claims on the expense account are automatically calculated for the user-defined date range specified in the filter section at the top of the sheet. With these calculations, you can calculate the sums of expenditure claims on the expense account and record expenditure claims entries in the primary accounting system. Remit - this sheet contains a list for cost claims. Only the request number must be entered or copied to cell G4, and the rest of the sheet is automatically filled in on the basis of the entries added to the request list for that claim number. You can enter the Company Name and Sales Tax Percentage setup on the Setup sheet. The company name is used as an address on all other sheets and the sales tax percentage is used to calculate the amounts of inclusive, exclusive and sales tax. The default error codes are also listed on this sheet for informational purposes. These error codes refer to the user entry on the Claims sheet and indicate an error with the user entry in the corresponding column and row. For more instructions on user input errors, see The error codes section of these instructions. Registration of Cost Claims All claims for costs must be recorded on the list of claims. A separate line must be recorded for each requested amount and these lines must then be grouped into individual receivables by entering the same claim number for all relevant lines. You can use the template for individual employees and for all companies. You can provide a separate version of the template to each employee, who will then record all of their cost claims using these separate versions of the template. You can then copy the data from each employee's version to the consolidated version for the company and be used to analyze all cost claims paid to employees. Note: The content on the Applications sheet has been included in the Excel table. All columns on the Yellow Column Header Requests sheet require user input. The light blue column heading columns contain formulas that are automatically copied for all new entries that are added to the table. You can add new outlay claim entries to a table by simply entering the request date in the first blank cell in column A - Excel table will expand to include new entry automatically. Claims contains the following columns for user input (columns with yellow column headings): Request Date - enter the request date in this column. The date of application must be the date of submission of the application, which will not necessarily be the same date as the invoice date of the supplier. All line objects that are part of the same cost claim must have the same request date. Employees - Select the employee name in the list box in this column. All employees must be added to the Employees list before they are available for selection. Claim number - The claim number to be entered in this column must be the same for all item lines that are part of the same cost claim. Claim numbers can be in any format, but we suggest using a combination of numbers & letters. Each application for expenditure (which may consist of several line items) must have a unique application number in order for the sums of the claim to be correctly calculated. Document Date - Enter the date of the supporting document in this column. The supporting documents may be invoices, cash slips, receipts or any other valid evidence that the employee has incurred costs on behalf of the company. Document Number - Enter the supporting document number in this column (if available). Vendor - Enter the name of the vendor paid by the employee in this column. Description of expenditure - enter a detailed description of the costs for which the application is made. Client code - Select the client code in the list box in this column. Before selecting, client codes must be created on the Client sheet. Expense Code - In the list field in this column, select the expense account code. Account codes must be added to the Accounts sheet before they are available for selection. Sales Tax Code - Select the sales tax code in the list box in this column. If sales tax on the proceeds can be claimed back from the revenue authority, select code A or B. If sales tax cannot be claimed, select the code E. Quantity - enter the requested quantity. For most accounts, you can use a quantity of 1, and you can enter the total invoice amount in the Rate column. The second item in the expenditure line may require that a quantity be entered, for example, where a mileage based on a certain rate per km/kilometre is required. The mileage would then be entered in the column quantity and speed in the next column. Rate - Enter a rate, including sales tax, in this column. For most accounts, you must enter the total amount of inclusive tax in this column. If the amount of the application must be based on the quantity entered in the Quantity column, a tax inclusive rate must be entered in that column. Payment Date - Enter the date of payment of the request in this column. The same payment date must be entered for all item lines that are part of the same request. The date of payment shall be used only for monitoring Claims. You can filter uneven claims in this column for blank values in the list. The request sheet contains the following calculated columns (light blue columns): The amount of an inclusive claim - this amount is calculated by multiplying the quantity and rate. Sales tax - this amount is calculated on the basis of the sales tax code selected in column J. No sales tax is calculated for all E codes. If the company is not registered for sales tax purposes, you can enter zero percent on the Setup sheet, or you can transfer all the items in the expenditure request line to the exclusive receivables. Error code - This column will contain an error code if there is a problem with the entry in any of the user input columns. For more information about the error codes that may occur, see The error codes section of the instructions. All error codes must be corrected so that the template calculations are still accurate. All column headings on the Applications sheet contain filter selection arrows that indicate that the filter function has been activated on that sheet. You can use this feature to filter data on a sheet based on requests. Note that the totals above the column headings will also be based on filtered records only after the filter is applied to the sheet. Note: The filter function can be used to display application entries for any single or aggregated sum on the Client, Employee, or Account sheet by simply using the same filter criteria as was applied to the corresponding sheet for the columns on the Applications sheet. This is especially useful if you want to provide the subscriber with detailed claims entries that represent the sum charged to the customer for any specified period. Note: The data on the Remit sheet depends on the sequence of the first three columns on the Applications sheet. Therefore, you must not add columns in the first 3 columns or delete any of these columns, otherwise the Submission sheet will not reflect the exact results. Client cost List clients can be used to calculate the cost of a cost claim to be invoiced to each client based on any user-specified date. Simply create a new client code for all client accounts and enter the client name for each client in columns A and B. Columns with bright blue column headings contain formulas that need to be copied for all new client codes that are created. Note: All client codes created on the Client sheet must be entered in a continuous range of cells, otherwise some entries may not be included in the template calculations. Therefore, you must not insert blank lines between rows that contain data. Client codes can be however, we propose using a combination of letters and numbers for this purpose. We also recommend using the customer name abbreviation in the client code to make it easier to select the correct client codes on the Claims sheet. All client codes added to the Client sheet are automatically included in the Client Code column on the Claims sheet. Note: You must also create a default client code for all receivables costs that cannot be refilled to their clients (for example, XXX01). All entries on the Claims sheet must be assigned to the client code, and if you create a specific code for claims that cannot be recovered by customers, the total amount of this exposure will automatically be reflected on the Client sheet. Note: The From and To dates in the filter section at the top of the sheet allow users to compile a total client cost claims report for any user-specified date range. The dates of application of these filters are the dates of the application that were entered in column A on the Applications sheet. Employee List Employees can be used to calculate the total cost of receivables requested by each employee on the basis of any user-specific date. Simply type or copy employee names to column A, and the totals in the light blue column headings are automatically calculated based on the time range specified in the filter section at the top of the sheet. Note: All employee names added to the employee sheet must be entered in a continuous range of cells, otherwise some entries may not be included in the template calculations. Therefore, you must not insert blank lines between rows that contain data. Note: All employee names added to the Employees list are automatically included in the list boxes in the Employees column on the Claims sheet. Note: The From and To dates in the filter section at the top of the sheet allow users to compile a total employee cost claims report for any user-defined date range. The dates of application of these filters are the dates of the application that were entered in column A on the Applications sheet. Allocation of the Expense Account The account sheet can be used to calculate the total cost of the cost claim to be allocated to each individual expense account based on any user-specific date range. Simply enter the expense account code, account description and general ledger code, and the totals in the light-blue columns are automatically calculated based on the time range specified in the filter section at the top of the sheet. Note: All expense accounts added to the Accounts sheet must be entered in a continuous range of cells, otherwise some entries may not be included in the template calculations. Therefore, you must not insert blank lines between rows that contain data. Note: All cost invoice codes added in column A on the Invoices sheet automatically included in the list boxes in the Cost Code column on the Claims sheet. Note: The From and To dates in the filter section at the top of the sheet allow users to compile a total cost claims report at the expense account of any user-specified date range. The dates of application of these filters are the dates of the application that were entered in column A on the Applications sheet. You can also use report totals to record cost claim entries in the primary accounting system by using the general ledger codes specified in column C. We recommend using one check account as a counter account for these entries. Individual accounts of expenditure should be charged with exclusive amounts of tax and the sales tax control account should be charged by the total amount of sales tax. The total amount of inclusive tax should be entered in the account for the control of cost claims. Total payments to employees must be debited to the account for controlling the cost of the claim and credited either to the payment list control account (if payments are made through the payment system) or to the bank account from which payments are made. After processing these entries, the expenditure claim control account must have zero. Please note that if customer accounts are refilled to customers, the total amount of inclusive tax must be charged to each customer, the relevant expense accounts must be credited with exclusive tax amounts and the sales tax control account must be credited to the amount of sales tax. If you have created a client code for cost claims amounts that cannot be refilled to clients, this client account should be excluded from the client charging entries. The filter section at the top of the Accounts sheet therefore includes a cell (G2) where this client code can be determined to exclude this client account from calculated totals. If you do not want to exclude any client accounts, you must leave cell G2 blank. The payment application for expenditure List Remit may be used to migrate a printed copy of each claim for expenses which may be signed by the worker and authorised by the administrator. The only user entry required on this sheet is to enter the request number in cell G3. All other data on this sheet are automatically filled in on the basis of the entries added to the Applications sheet for that application number. Note: If any of the information on the Submission sheet is not filled in correctly, please refer to the Claims sheet and ensure that all user input columns have been completed correctly as specified in these instructions. Also, make sure that no columns were added to the first 3 columns on the Claims sheet and that the columns were not deleted from the claims sheet. The delayed applications for expenditure must be printed and attached to the supporting copies before the employee writes off the claims and approves the payment by the Note: The Remit list specifies 20 application cost entry entries in the default design. If you request more than 20 rows per cost request, you can insert the required number of rows above the row together (row 28) and copy the formulas from the last row containing the default formulas (row 27). Error codes The following error codes may result from an inaccurate entry on the claims sheet and will be displayed in the Error Code column. The title of the affected entry column will also be marked in orange: E1 - this error code means that the employee name selected in column B is invalid. All employee names added to the Claims sheet will be included in the list boxes in column B, and the error can therefore be corrected by simply selecting a valid employee name from the list box. Before it is available for selection, you must add new employee names to the employee list. E2 - This error code indicates that the client code selected in column H is invalid. All client codes that have been added to the Claims sheet will be included in the list boxes in column H, and the error can therefore be corrected by simply selecting a valid client code from the list box. New client codes must be added to the client sheet before it is available for selection. E3 - this error code indicates that the cost invoice code selected in column I is invalid. All expense account codes that have been added to the Invoices sheet will be included in the list boxes in column I, and the error can therefore be corrected by simply selecting a valid cost invoice code from the list box. New cost account codes must be added to the Accounts sheet before they are available for selection. Note: Input errors can cause inaccurate template calculations and it is therefore necessary that all errors be corrected before reviewing the template calculations. Calculations.

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