

## RTOERO D13 Expense Form Instructions

### Tips & Tricks

(March 2024)

The RTOERO expense form is a pdf fillable form. When completing the form electronically, place the cursor over the box and click. The box shade will turn white and is ready to have text typed in.

#### **A. Completing Personal Information (top 1/4 of form):**

1. In box labelled 'District' type 13
2. Name (type name as you want it to appear on the cheque.
3. Address: Enter Street address, City, Province & Postal Code,
4. E-mail: enter current email \*
5. Phone # - enter 10 digit number \*

\*If the treasurer has any questions regarding the claim, you will be contacted via email or phone.

**TIP:** The first time you type in the personal information above, hit "Save as", relabel with your name (i.e. Anna expense form), and all your personal information is saved for the next time you complete the form.

**Just remember**, each time you submit a claim, after you've entered the new date, hit "Save as" and rename the form for that specific expense (i.e. Anna's March expenses)

#### **B. Enter the date at top right corner:**

When entering the date in this box, type the date when the form is completed. For example: If the date is March 9<sup>th</sup>, 2024, type the date as 03/09/2024. When you hit the tab or enter key, the full date will be in print. (i.e. Mar 9, 2024)

**TIP:** Lazy typers can just type "Mar 9" or "03/09" and hit the tab or the enter key. The box will then enter the full date (i.e., Mar 9, 2024).

C. **Completing the Activity Date:**

Enter the purchase date on the receipt for items requiring reimbursement.  
Enter the date as written in section B above.

D. **Completing Activity Name:**

Enter the name of the committee for which the expense was incurred. (i.e. Goodwill, Tours, Golf, Retirement planning workshop, Health workshop, Newsletter.

E. **Completing Description of Expense:**

Identify the store/venue of the expense followed by the item(s) purchased, and for whom (if applicable).

Examples include:

- Costco, stamps for mailing birthday cards
- Dollar store, 15 birthday cards for members,
- Costco, 3 plants for: John D, Mary S. & Joy P, re 95<sup>th</sup> Birthdays,
- Fortinos, orientation snack for 2 new goodwill members & chairperson(s): Sue T, Amy G. & name of chairperson(s),
- Food Basics, 1 box of cookies for Amy Dear's 95<sup>th</sup> B.D.,
- LCBO, 5 bottles of wine for door prizes

F. **Entering the Amount:**

Delete the zeroes then type in the amount of money shown on the receipt. All **itemized** receipts must be included when submitting an expense form. Where possible, ask for a separate receipt which only indicates the items purchased for RTOERO business. If a receipt separate from personal shopping items is not possible, then indicate the items purchased for RTOERO District 13 by writing **RTO** adjacent to the amount on the receipt.

**TIP:** Always hit return after entering the dollar amount. This ensures a total dollar amount is automatically entered into the **Net Claim** box.

G. **Completing List of Mileage section:**

- i. DATE: Enter the date travelled for example. Follow the tip from section B.
- ii. Destination To/From: First write the address travelled **To** followed by the address **FROM** where you started. For example, if you went **To** Costco and started **FROM** home then write the following:

**To** 100 Legend Crt. Ancaster **FROM** 13 Lucky St. Hamilton.

**TIP:** If it is a return trip then either reverse the above destination on the next line with the same number of kilometers, **OR** simply write the word return in brackets.

**To** 100 Legend Crt. Ancaster **FROM** 13 Lucky St. Hamilton (return)

- iii. Completing Activity Section: Enter the purpose of your travel. For example, "travelled to Costco to purchase roll of stamps".
- iv. List passengers if pooling rate claimed: If two or members are travelling together for District 13 purposes then only one person claims mileage which is usually the driver. Include the names of the people being driven other than the claimant who is already named at the top of the expense form.
- v. Kilometers Driven: Enter the distance in kilometers. The treasurer will verify the distance claimed using Google maps in accordance with the expense guidelines. To assist the Treasurer, it would be appreciated if the claimant would send a copy of the google map outlining the distance in km along with the expense form.

#### H. **Signature of Claimant:**

Before submitting the expense form remember to sign it. The signature box is on the line, second from the bottom. Typing your name is acceptable if you do not have an electronic signature.

**TIP:** Type in your name and hit return. In most cases, the name turns cursive.

#### I. **Final Steps:**

- i. **Save the completed form.** If you haven't already saved it according to the month or activity (ie. Anna Goodwill March 2024 Expense form), do it now.
- ii. **E-mail** receipt(s) and expense form(s) to:  
[treasurer13@districts.rtoero.ca](mailto:treasurer13@districts.rtoero.ca)
- iii. Individuals who prefer mailing hard copies of expense forms and receipts, may do so. The committee chair can provide an updated mailing address as needed.

**NOTE:** Please email the expense form in pdf format rather than a jpeg (picture) if possible. The pdf fillable form makes it easier for the treasurer to complete the process by entering treasurer signature & associated budget lines as part of the approval process.

*Revised March 2024.*