

Instructions for filling out DMT Expense Report Form using Excel or PDF-Fillable

(If completing manually, print the form "Landscape" orientation, fill in and mail to Treasurer)

For Each Expense Line, identify the original receipt that you will append:

Use the "Tab" key to advance to the next cell when using Excel or PDF Fillable.

Changes are in blue bold type

- 1 For Excel, click on your 4 digit DMT position code from the drop-down list. The expense form will auto-fill your Job Title, your name and the address to which your cheque (if requested) will be mailed. **For Manual completion your name is sufficient.**
- 2 Enter the date the expense occurred as format mm/dd/yyyy e.g. 7/27/2016
- 3 **The Treasurer will assign the correct account number**
- 4 **If claiming mileage, enter Km travelled. We claim HST on this expense so enter net cost and HST (Net=Km * Rate/1.13)**
- 5 Describe the expense and/or reason. **Use extra lines or separate sheet if space inadequate.**
- 6 If HST Charged, enter net cost of expense
- 7 If HST charged, Enter HST cost
- 8 If no HST charged, enter expense in "Net Expense" and leave HST blank

Repeat steps 2 through 8 as required - use additional sheets if more space needed.

- 9 Select whether you want a cheque, email payment or have the expenses added to your OD account. If you select Interac, I will ask your BHS # for security when sending your money.
- 10 Check your street and email addresses on file are correct - edit as required
- 11 Nominate a board member to approve the expenses. (It won't necessarily be him).
- 12 Submit with valid receipts to Treasurer Dave Smith

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