





E.Y.E.

Evaluating Your Expenses

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Greene County Auditor's Office

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Why Is This Important?



Travel policy ensures responsible spending

General Processing Procedures

- Ensure complete presentation of receipts and expense form
- Audit each transaction
 - Claims may have been calculated incorrectly
 - Some claims may not be fully reimbursable
- New vendor setup (1st time only) and entering for payment
- Approval Process



Common Issues We Encounter



- Improper receipt organization
- Missing or Incomplete Information
 - Summary receipts
 - Purpose of travel
 - Signatures
 - Expense account number
- Group Meals
- Individual Mileage
- Handwritten expense forms

Itemized Receipt vs. Summary Receipt

Hemingway's
Blue Water Cafe
1935 S. Campbell
Springfield, MO 65898
(417) 891-5100

Server: Wanda 12/03/2021
91/2 12:58 PM
Guests: 1
#40014

Area: Restaurant

Hemway Shrimp 16.50
Water (2 @0.00) 0.00

Subtotal 16.50
Tax 1.46

Total 17.96

Balance Due 17.96

← Together →
Good 😊

← Itemized Only
Good 😊

Summary Only →
Bad 😞

Hemingway's
Blue Water Cafe
1935 S. Campbell
Springfield, MO 65898
(417) 891-5100

Server: Wanda DOB: 12/03/2021
01:05 PM 12/03/2021
91/2 4/40014

SALE

Visa 5242886
Card #XXXXXXXXXXXX0636
Magnetic card present:
Card Entry Method: S

Approval: 003561

Amount: \$17.96

+ Gratuity: 3

= Total: 20.96

Why Do We Need Itemized Receipts?

- Meal reimbursement for employees only
- Alcoholic beverages are not reimbursed – no exceptions!



How You Can Help Us



- Proper receipt organization
 - Tape top and bottom, no overlaps
 - DO NOT STAPLE ANYTHING!
- Include as much detail as you can
 - Itemized receipts
 - Affidavit for No Receipt
 - Description of travel purpose
- Excel version of form
 - Easy to read
 - Automatic calculations
- Ask us for help!

THANK YOU!

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