



E.Y.E. Evaluating Your Expenses

Denver Doty, Accounting Specialist Greene County Auditor's Office

Tuesday, January 9, 2024

Presentation Overview

- Why is it important?
- How expense forms are processed
- Common issues we encounter
- How you can help us

NAME			1114					GATG		\neg		
DEPARTMENT			Pullin	OSE OF TH	LAVE L					-		
DESTINATION		NAME OF PROPERTY							-			
VENDOR #					EXPENSE ACCOUNT NUMBER							
VONDOM #			ER-ENES	AUCUUN	NUMBER							
			_	_								
- 1		166			QC TIP AM	DUNTS)		BUSICAS	MSC	ł I		
		CEF17 RETURNED	I	FAST		CONTACTO		ARYARE	(NO MEAL 1975)	107A		
DATE	FROM / TO	RETURNED	MLES	FAST	LUNCH	UNINER	FOREINE	: 616.	80%)	IDTAL		
-			-	_	-	-		_		-		
\rightarrow			-	_	_	-		_		$\overline{}$		
\rightarrow		_	-	-	_	\vdash		_		_		
_		_	-	_	\vdash							
_		_	-	-	\vdash	\vdash						
_		_	-	-	\vdash	$\overline{}$		_				
			-	-	\vdash	$\overline{}$		_				
			_	_	_			_				
			_	_	_							
			_					_				
			_									
			_									
P	LEASE CHECK (X) ONE OF THE FOLLO	WARG	$\overline{}$									
OUNTY VEHICLE	PREQUEST PERMEURSOMENT FOR FU	EL ONLY)	1									
DESCRIPTION AND SHIP	LE (REQUEST/REMOURSEMENT/OR	WILEAGE ONLY)]	MLCS	AT	0.655	PERMILE		MERCE			
ASSENGER			8			100000000000000000000000000000000000000						
06.					TOTAL	REIMBU	RSABLE E	XPENSE \$				
ATE	EXPLANATION OF	TEMS IN MISC COLUM	rivi :		BATE		EXPLAN	A BON OF BUY	SINMEC. COLU	ani:		
_					<u> </u>							
	er "or affirm" the above claim is corn											
	personal funds and that I have not be art thereof except as provided by law		eners, and I I	were not n	erenac su	su serinoti	scene ton	ery source w	a solerer any			
aprend any p	and the second s											
PROVEDBY					SENSO							
	/ Support Share Share	(min)	SEALO CONTRACTOR DE CONTRACTOR									
т. Г	(Supervisor's Signature	red)	(Employee's Signature Required)									
176.6					ı							

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

Hemirgway's Blue Water Cafe 1935 S. Campbel Springfield, MC 65898 (417) 891-5100

12/03/2021 Berver: Wanda 12:58 PM 31/2

Guests: 1 #40014

Area: Restaurant

16.50 Hemway Shrimp 0.00 Water (2 @0.00) 16.50 Subtotal 1.46 Tax

17.96 Total

17.96 Balance Due

 \leftarrow Together \rightarrow Good ©

← Itemized Only Good ©

Hemingway's Blue Water Cafe 1935 S. Campoell Springfield, NO 65898 (417) 891-5100

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

SALE

5242886 Visa

Card #XXXXXXXXXXXXXXX0636 Magnetic card present: Card Entry Method: S

Approval: 003561

Angunt:

\$17.96

+ Gratuity:

= cta: 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!

Denver Doty, Accounting Specialist Greene County Auditor's Office (417) 829-6204 or x6204 ddoty@greenecountymo.gov