

How to Fill Out an Expense Report

Steps to fill out an expense report include:

1. Enter your name, address (where the check is to be mailed), and please include your email address (phone number if you do not check your email frequently).
2. Enter specific meeting information, location of meeting, date(s) of meeting, and purpose (i.e., chapter delegate, board treasurer, committee chair, place your position in the category). Should you hold two positions, i.e., chapter officer and state committee chair or co-chair, please enter the position for which expense will be allocated.
3. Enter the dates you are requesting reimbursements at the top of the expense report. Dates may include the day(s) of travel, including one day before and one day after the meeting.
4. Attach receipt images paid by personal credit card or cash. Be careful not to enter under the TXENA CC column unless you are a board member or have a TXENA CC.
5. Each entry on the expense report must have a corresponding receipt. Please attach images of receipts (screenshots, scanned images, documents) by creating a second worksheet page in the Excel document and title it with the corresponding expense. If unable to accomplish this, you can attach the required documentation to the treasurer's email with your report.
6. Receipts **must be itemized** and include date, type, amount, and vendor for each expense
7. Enter the amount of each expense in the related column. Meals may only be entered on the day bought. Personal meals may not be split and entered on two different days. If you have receipts for more than breakfast, lunch, and dinner, add them together for one of the entry lines and make a note on the receipt (e.g., you buy a coffee and then later have breakfast; add these two receipts together and enter in the breakfast line).
8. For shared receipts: Circle **your** meal items and non-alcoholic drinks on the receipt to equal X, multiply X by local tax, i.e., 8.25% to equal Y, and multiply X by tip percentage to equal Z. Add X, Y, and Z together for your total. Delineate any items shared and the number of people who shared them on your receipt to get the total of your share. (ie \$20 meal , tax .0825 on 20 = \$1.65, max tip on \$20 x .20 = \$4.00 \$20 + \$1.65 + \$4.00 = \$25.65)
9. Alcohol, tax on alcohol, and tip on alcohol **are not reimbursable**.
10. Meal reimbursement is capped at \$75/day.
11. Gratuities are capped at 20% for meals, taxis, Uber/Lyft etc.
12. When sharing meals/hotel accommodation/Uber/Lyft/Taxi, etc., please obtain your own receipt(s) whenever possible. Receipts must be itemized; please do not submit a bank account, credit card account, or receipt with only a total amount. Remove food items from the hotel bill and add them to the meals column. Remove parking from the hotel bill and add it to the parking column.
13. Generally, Uber/Lyft/Taxi ride shares are reimbursed for home to airport/return, airport to hotel/ return, hotel to business meeting venue/return. Ride-sharing to non-business-related restaurants, sightseeing, etc., is not reimbursable.
14. Tolls **require** an itemized receipt.
15. For mileage reimbursement: A Map (ie, Mapquest, Google Maps) with starting address and ending address with number of miles listed is to be submitted for mileage reimbursement of the

current year IRS /mileage (ie, home to airport/ return or driving from home to meeting venue and return). **Do not** include all of the pages with turn-by-turn directions.

16. Please provide details if you alter the mileage because of the need to travel the interstate.

17. Calculate/check automatic calculations of the balance due for reimbursement, as the Total Expenses.

18. Sign and date the expense report (digitally for an online expense report). An Excel-formatted expense report **must** be submitted.

An expense report is submitted by each person seeking reimbursement and submitted via email to:

tx.treasurer@state.ena.org

The deadline to submit for reimbursement is 30 days after the event. No extensions are allotted.

NOTE:

The Expense Report and receipts will be reviewed by the treasurer/treasurer-elect. In addition, the expense report will be verified by another member of the treasurer's team. Once verified, expense reimbursement will be paid by check. Please allow 14 days from submission of an expense report without any required revisions for check distribution.

Unapproved expenses submitted as part of the reimbursement amount (unless a detailed explanation accompanies the requested expense) must be deleted, and a revised expense report will be required. (ie, Alcohol claimed on a meal expense, Uber/Lyft/Taxi to an ENA business-related activity from a hotel or meeting venue to another ENA business-related venue.

Only reasonable expenses with a justifiable business purpose are approved for payment reimbursement.

TXENA Treasurer/Board of Directors abide by the current IRS rules.

Below is an example of how to attach receipts to the Excel Spreadsheet.

TEXAS EMERGENCY NURSES ASSOCIATION
2025 Travel Expense Reimbursement Request Form

Email to: tx.treasurer@state.ena.org **Name:** Krystal M. Garza **Meeting:** Q4 - TxENA GA/BOD Meetings
Address: **Location:** Hilton College Station (801 University Dr. E, College Station)
Phone: **Dates:** Thurs. Oct 16th - 18th
Committee/Purpose: Board of Directors Travel Fund

Must be received within 30 days of completion of travel to receive reimbursement

Date:	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		(Treasurer's Use)	
	TxENA CC	Cash/CC	TxENA CC	Cash/CC	TxENA CC	Cash/CC	TxENA CC	Cash/CC	TxENA CC	Cash/CC	TxENA CC	Cash/CC	TxENA CC	Cash/CC		
(Max Daily Allowance \$75)																
Meals: Breakfast										\$33.88						
Meals: Lunch																
Meals: Dinner																
Sub-Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.88	\$0.00	\$0.00	\$0.00	\$0.00		
Daily Total (Max \$75)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.88	\$0.00	\$0.00	\$0.00	\$0.00	\$33.88 (Sum of Per Diem)	
<i>Please Attach Receipts (For Items Below)</i>														TxENA CC	Cash/Credit	
Hotel / Lodging															\$446.84	
Transportation: Airline/Travel																
Transportation: Mileage (.70/mile)															248.0	173.6
Transportation: Car Rental																
<i>Please Attach Receipts</i>														TxENA CC	Cash/Credit	
Transportation: Taxi/Uber Fees															\$0.00	\$0.00
Transportation: Parking Fees/Tolls															\$0.00	\$0.00
	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7									
Other Items (Office Supplies, etc.)															\$0.00	\$0.00
Totals															total TxENACC	total Cash/Credit
															\$446.84	\$207.48
															Total Expenses	
															\$654.32	
															Less: Cash Advances	\$207.48
															Total Reimbursement	\$207.48
Signature:	Krystal M. Garza, MSN, RN, CEN, NEA-BC									DATE:	10.20.25		Check:			
Approval:										DATE:			Check:			

Refer to Texas ENA Travel / Expense Policy for full details on allowable expenses. I certify that all the above values are accurate and in...

... Q2 - Tyler | Q3 - Austin | GA - NOLA | **Q4 - College Station** | 2025 Bylaws Budget | Bylaws | GCENA-TxENA | ... + : ◀

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Hilton

Garza, Krystal Room N
Arrival C
Depart: Depart: Adm/CC
Casher
Room R
AL
HT #
VAT #
Foto NC

Confirmation Number: 333812370

HILTON COLLEGE STATION 10/18/2025 11:24:00 AM

DATE	REF NO	DESCRIPTION
9/12/2025	5448395	Advance Deposit
10/16/2025	5476341	GUEST ROOM
10/16/2025	5476341	STATE TAX (6%)
10/16/2025	5476341	CITY TAX (7%)
10/16/2025	5476341	COUNTY TAX (2.75%)
10/17/2025	5477387	GUEST ROOM
10/17/2025	5477387	STATE TAX (6%)
10/17/2025	5477387	CITY TAX (7%)
10/17/2025	5477387	COUNTY TAX (2.75%)
10/18/2025	5478240	Direct Bill - Garza/Krystal

"BALANCE"