

Instructions for Speaker Expense Reimbursement Form

This form can be prepared on your computer, **digitally signed, digitally approved**, and **e-mailed** for processing. All receipts and other required documentation can be scanned and e-mailed along with the form. You should keep a copy for your electronic file, and you will save paper and filing cabinet space as a result. You do not need to print the form and manually fill it out.

1. Type your name & address information. (You may tab after each field).
2. Enter the expense account code(s) and amount(s) if applicable.
3. In the date box, enter the date or pick a date from the calendar.
4. Type in the description and business purpose of the expense.
5. The form will automatically calculate the mileage.
6. Type in the amount of the expense(s) for lodging, meals, miscellaneous.
7. The total expense will be displayed at the bottom right hand side of the form.
8. Please make sure the bottom right hand total amount and the upper right hand side total amounts are the same.
9. You may now digitally sign your form (placing your cursor over the signature line—it will prompt you through the process). Once you complete your first digital signature, it will be saved for future use.
10. You may save the form on your personal drive or shared drive for future reference.
11. Forward the form (by e-mail) along with scanned copies of receipts, list of names, and other required documentation to your coordinator for his/her approval.
12. Once the coordinator digitally approves the form, he/she can forward the saved form to the Finance Department for processing.

Note: This form replaces any old or existing forms and should be used going forward.

If you have any questions about this form, please contact Patti Schafer at (517) 346-6362 or pschafer@mail.michbar.org.