

How to successfully complete an Overlander Ski Club Expense Report

Step 1: Determine whether you would like to submit a paper copy or an electronic version.

Paper Copy:

Step 1: Visit www.overlanderskiclub.com and on the Board link, select the "Expense form PDF".

Step 2: Print the form

**OVERLANDER SKI CLUB
EXPENSE CLAIM FORM**

Date: _____

Payable to: _____

Name: _____

Address: _____

Phone: _____

Step 3: Write the date, your name as it appears on your bank account, and your address. Your address should be where the ski club can mail your cheque.

**SECTION A
Travel Expenses (Code 5430)**

Date	Work Description	KM (Distance)	Rate \$ / KM	Total
TOTAL SECTION A				

Step 4: Mileage.
Include the date, and a short description of the work you are travelling for. Record the total km travelled. The 2021 travel rate is \$0.55/km. Calculate the total owed and record it in the Total column.

Step 5: Sub-Total.
Tally up all of the travel lines and sub-total your travel sum in this box.

**SECTION B
Other Expenses**

Date	Description or Purpose	GST	Goods + PST	Total (Receipt)
TOTAL SECTION B				

Step 6: Other expenses
Include the date, and a short description of the work you are required to purchase items for. Calculate the total owed and record it in the Total column.

Step 7: Sub-Total.
Tally up all of the other expenses lines and sub-total your travel sum in this box.

TOTAL EXPENSE

Step 8: Grand -Total.
Add up Section A sub-total and Section B sub-total and record the Total Expense in this box.

Step 9: Scan or photocopy your receipts and attach them to your completed expense report.

Step 10: Submit your form to the member of the board for approval.

Expense reports submitted to the Treasurer directly will not be paid without approval from a board member.

Note: Expenses will be paid on a bi-weekly basis, following the below payment schedule. If your expense report is not submitted correctly by the deadline, it will be paid on the next payment date.

Approvals:

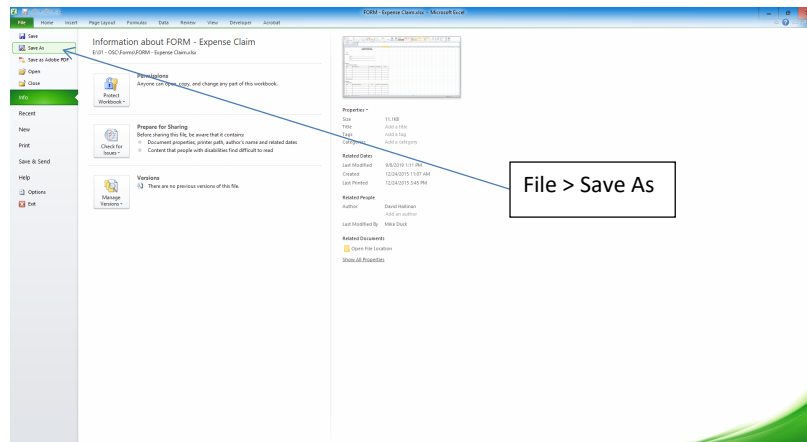
Coaches: Dana Manhard, Dillon Stuart, Rich McCleary, Lynda Ritchie

Trails / Equipment: Alan Vyse, Luc Guilherme, Tim Cole

- Other Board members are acceptable if necessary on a case-by-case basis.

Electronic Copy:

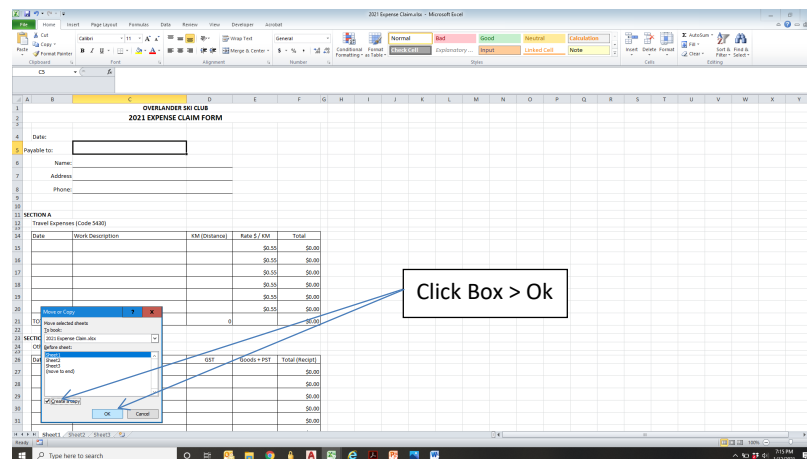
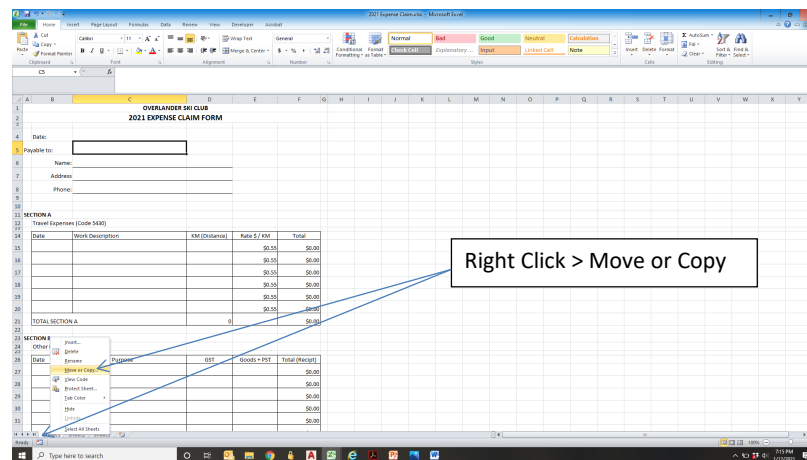
Step 1: Open the excel document and Save As:



Use this naming Convention: Expense Report – *Last Name, First Name* – Year

Step 2: Decide whether you are going to submit as a PDF or as an Excel book. **For PDF, omit Step 3**

Step 3: Create a new sheet within your book by copying, and name it with today's date.



Rename your sheet with today's date.

Step 4: Populate Date, Name, Address and Phone number.

The screenshot shows the 'OVERLANDER SMI CLUB 2021 EXPENSE CLAIM FORM' spreadsheet. The header information is populated as follows:

- Date: January 06, 2021
- Payable to:
 - Name: Overlander Inc
 - Address: Stobie Lake
 - Phone: 250-276-0676

Section A (Travel Expenses) is empty, and Section B (Other Expenses) is also empty.

Step 5: Fill out Section A with the Date, Description & Total KM

The screenshot shows the 'OVERLANDER SMI CLUB 2021 EXPENSE CLAIM FORM' spreadsheet with Section A populated. The data is as follows:

Date	Work Description	KM (Distance)	Rate \$ / KM	Total
4 Jan 20	Overlander	25	\$0.50	\$12.50
8 Jan 21	Training Stobie Lake	25	\$0.50	\$12.50
TOTAL SECTION A		50		\$25.00

Section B (Other Expenses) remains empty.

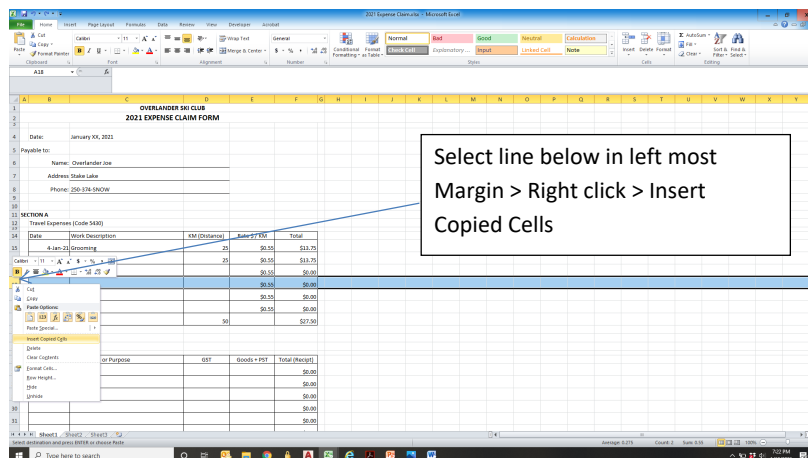
NOTE: Excel will automatically calculate your totals.

Step 6: Optional – If you need more lines

The screenshot shows the 'OVERLANDER SMI CLUB 2021 EXPENSE CLAIM FORM' spreadsheet with a new line added to Section A. The data is as follows:

Date	Work Description	KM (Distance)	Rate \$ / KM	Total
4 Jan 20	Overlander	25	\$0.50	\$12.50
8 Jan 21	Training Stobie Lake	25	\$0.50	\$12.50
12 Jan 21	Overlander	25	\$0.50	\$12.50
TOTAL SECTION A		75		\$37.50

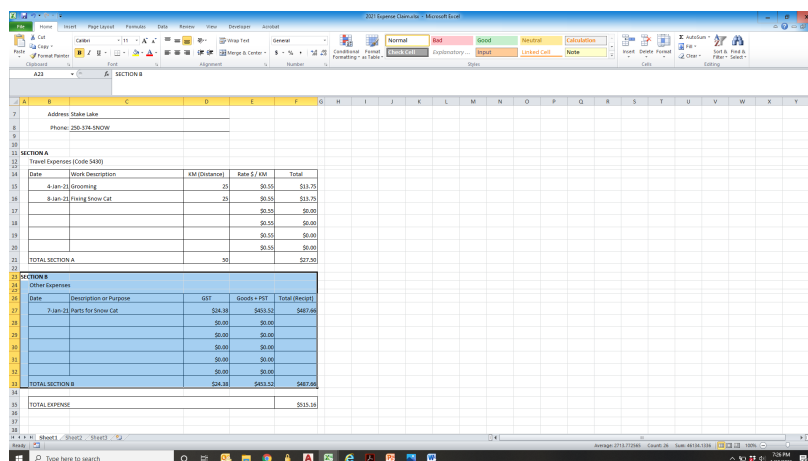
A callout box points to the left margin of the new line, stating: "Select line in left most Margin > Right click > COPY".



This is important as it will copy the formulae and maintain formatting for the rest of the sheet.

Step 7: Repeat input for Section B for other approved purchases. Enter the total AFTER TAXES

'GST' & 'Goods + PST' will be calculated automatically for BC.



If you are submitting an expense form for foreign currency or from out of province, contact treasurer@overlanderskiclub.com for further instruction.

***If you need more lines in Section B repeat Step 6:
Total Expense will be auto calculated from Sections A&B.***

Step 8: Save your expense report.

Step 9: For PDF either Save As PDF, or Print as a PDF.

Step 10: Attach any PDFs or Pictures as attachments to your email. If you prefer to "Insert" in to the spreadsheet as "Pictures" or "Objects", please do so. This will not be covered in this tutorial.

Step 11: Submit your form to the member of the board for approval.

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Note: Expenses will be paid on a bi-weekly basis, following the below payment schedule. If your expense report is not submitted correctly by the deadline, it will be paid on the next payment date.

Approvals:

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Payment Schedule 2021

Payroll & Expenses Schedule:

Pay Period	Time Sheets Due (11:59pm)	Expected Payday
Nov 1 - Nov 14	15-Nov	20-Nov-20
Nov 15 - Nov 28	29-Nov	4-Dec-20
Nov 29 - Dec 12	13-Dec	18-Dec-20
Dec 13 - Dec 26	27-Dec	1-Jan-21
Dec 27 - Jan 9	10-Jan	15-Jan-21
Jan 10 - Jan 23	24-Jan	29-Jan-21
Jan 24 - Feb 6	7-Feb	12-Feb-21
Feb 7 - Feb 20	21-Feb	26-Feb-21
Feb 21 - Mar 6	7-Mar	12-Mar-21
Mar 7 - Mar 20	21-Mar	26-Mar-21