

**CORPORATE CREDIT CARD**  
(No reimbursement to me personally.)

**I paid these expenses personally.**  
Please reimburse me by:

**DIRECT DEPOSIT**

**EXPENSE CHECK**

**FLORIDA HOSPITAL ASSOCIATION**

**EXPENSE REPORT**  
(ATTACH RECEIPTS IF POSSIBLE)

DATE									
STAFF NAME/ MEMBER NAME/ OTHER NAME									
DIVISION #									
LOCATION									
PURPOSE / INITIATIVE <u>Click here to see list of codes and initiatives.</u>									
HOTEL - MEALS									
HOTEL - ROOM									
HOTEL - TELEPHONE									
BREAKFAST									
LUNCH									
DINNER									
PLANE FARE									
TAXI/LIMO/BUS									
AUTO EXPENSE Total Miles @ \$0.55 PER MILE =	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RENTAL CAR									
GAS AND OIL									
LUBRICATION, WASH AND REPAIRS									
GARAGE/PARKING									
TOLLS									
PHONE/FAX/TELEGRAMS									
TIPS (airline/hotel baggage)									
ENTERTAINMENT									
TOTAL MEALS & ENTERTAINMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL OTHER EXPS.:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENSES:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

THE ABOVE EXPENDITURES REPRESENT COMPANY BUSINESS ONLY AND INCLUDE NO ITEMS OF A PERSONAL NATURE.

Total Meals & Entertainment: \$0.00  
 Total Other Expenses: \$0.00  
**TOTAL EXPENSES: \$0.00**

Please check the appropriate payment method box in the upper left-hand corner of this form.

Signature: \_\_\_\_\_

Date: 3/12/09

## FHA EXPENSE REPORT INSTRUCTIONS

This form is designed to itemize all business expenses for a specific date, and to record non-staff expenses separate from staff expenses.

### Detailed Instructions:

**Payment Method Box** - Choose that you paid with a corporate credit card or paid personally and wish to be paid via direct deposit or with an expense check.

**Date** - One date per column.

**Staff/Member/Other** - Use separate columns for expenditures for staff, members, or others.

Please enter name of staff member, member, or other individual.

**Division #** - Record appropriate division number - one division per column.

**Location** - Record location at which expenditure was made.

**Purpose** - Record business purpose of expenditure. See list for Code and Initiative numbers.

**Hotel Meals, Hotel Room, and Hotel Telephone** - Hotel bills should be broken down into the three categories. Record the entire bill under the check-out date.

**Breakfast, Lunch, and Dinner** - Record each meal separately. Enter total cost of meal, including the tip.

**Plane Fare** - Record plane fare here.

**Taxi, Limo, Bus** - Record such transportation costs here.

**Auto Expense** - Record the number of miles driven in the "Total Miles" row - the amount will calculate automatically. Please be careful not to type over or clear the contents of these yellow-highlighted cells.

**Rental Car** - Record the cost of the rental car here.

**Gas and Oil** - Normally used for company car only, but could be used for other business purposes, such as rental car refueling.

**Lubrication, etc.** - Same as Gas and Oil.

**Garage/Parking** - Record parking costs here. If cost of parking is included in hotel bill, record such cost here.

**Tolls** - Record cost of tolls here.

**Phone/Fax/Telegrams** - Record cost of phone calls, faxes, and telegrams here.

**Tips** - Record airline/hotel baggage and similar tips here. Meal tips are included in meal cost.

**Entertainment** - When entertaining at a show, ball game, golf course, etc., record expenditures here. Do not record meals here.

**Blank lines** - Use these lines for any category of expense not itemized above. Expenses entered on either of these lines will be included in the "Other Expenses" total.

**Totals** - Each column will total automatically. Please be careful not to type over or clear the contents of these yellow-highlighted cells.

**Signature and Date** - Please sign the expense report. The current date will appear automatically.