

HOW TO FILL OUT AN EXPENSE REPORT IN DELTEK

1. Report Name	2. Report Date	3.Date	4.Description	5.Details	6.Category	7.Project	8.Amount
Please follow the format: 20180502dchamapgne. Year, month, day, first initial and last name, no spaces in between.	Date of submission	Date on receipt	Company name. ie.(Tim Hortons, or Starbucks)	Reasons for the expenses, names of the individuals involved in the business meal expenses, millage, etc.	More frequently used codes: (1) travel, (11) travel per diem, (2) travel conference, (3) meals, (33) meals per diem, (4) supplies, (5) accommodation , (55) accommodation per diem, miscellaneous	Project to be applied against	Total amount on receipt

**REQUIREMENTS**

When filling out an expense report please ensure that the following items are included:

- Original receipts
- Receipts have to describe the purchase
- Receipts for meals have to show the details (what the meal consisted of)
- One receipt per line, attach receipts on a 8.5X11 piece of paper
- Print detailed expense report, signed by you the employee prior to submitting for supervisors signature
- All original boarding passes are required when available
- Submit the claim to Yumin

**You must submit your expense report no later than 5 working days after the date on your first receipt. Non billable travel expenses must be pre-approved.**