

PROPERLY SUBMITTING TRAVEL EXPENSE REPORTS

Purpose

Follow these guidelines to ensure accurate and prompt processing of your **Expense Report**. **Effective 7/11/16, Kelly mandated electronic expense submission. Electronic expense submission is the Kelly standard, unless the customer uses a VMS tool. Canada will transition at a future date.**

Topic	Guideline
General Information	<ul style="list-style-type: none"> Submit expenses for only one week ending on each expense report, and one expense report per week ending. (Do not send multiple reports for the same weekending.) Do not include multiple receipt amounts on one line. (Do not report lump sums.) Make sure that the date entered on the report for each expense matches the actual date the expense was incurred. Choose correct categories (e.g., Hotel, Airfare, Meals) for all expenses. Make sure that receipts containing foreign currency amounts have the USD conversion written on the receipt (e.g., 35.00 EU = \$12.50 USD). Provide receipts for all expenses over \$50. Receipts are always required for taxis (even if less than \$50).
Airfare	<ul style="list-style-type: none"> With your expense report, always submit an itinerary reflecting airfare charges.
Hotel	<ul style="list-style-type: none"> With your expense report, always submit a guest folio (e.g., an itemized receipt reflecting a zero balance). <ul style="list-style-type: none"> A copy of the guest folio will be available from the hotel. If meals are included in the guest folio, include a separate itemized receipt.
Meals	<ul style="list-style-type: none"> Submit itemized receipts for meals over \$50. If more than one person's charges are on the meal receipt, provide individual names and titles, plus the companies they represent.
Mileage	<ul style="list-style-type: none"> When submitting mileage, do not include your normal commute to/from your work location. When submitting mileage for a rental car, include fuel costs only. Do not submit mileage. When submitting mileage for a personal car, specify the number of miles and the reimbursement rate used. If you submit mileage, fuel, and rental car expenses on the same report, specify that the mileage is for a personal car, and the fuel is for a rental.
Car Rental	<ul style="list-style-type: none"> Decline the fuel purchase option. Always refuel the car prior to returning to the rental location. When the rental is arranged through Kelly's own travel program, the optional car rental insurance and physical damage coverage can be waived. When the rental is arranged by the customer, the employee should accept the liability and physical damage coverage, as well as the cost passed back to the customer as part of the overall travel expenses. Intermediate-size or compact cars must be rented unless three or more persons travel together. If weather conditions demand, a four-wheel-drive vehicle may be rented.

Questions/Contact

Contact your Kelly Representative.