

TEXAS FEDERATION
NARFE

Name:
Title:
Address & suite:
City, St, Zip
Phone w AC & email:

OFFICER'S EXPENSE REPORT

Attach all receipts and travel coupons

Month/Year:

Show each date separately

Date	Chapter or Meeting-Common Carrier POV____ By Air ____	No. of MILES	Amt. * 0.40	Meals B,L,D	Lodging Taxes & Tips	Other
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
TOTAL		-	\$ -	\$ -	-	-
Travel Expenses						-

Postage (Amount only)	Office Supplies	Printing & Copying	-
			-
Grand Total of all expenses listed above			-

Submitted By:

Date:

APPROVED _____

Date _____

AVP

APPROVED _____

DATE _____

TITLE TF PRESIDENT

DISTRIBUTION OF EXPENSES

ITEM # _____ AMOUNT _____ ITEM # _____ AMOUNT _____

ITEM # _____ AMOUNT _____ ITEM # _____ AMOUNT _____

PAID \$ _____ CHECK # _____ DATE _____

FEDERATION TREASURER _____

TF-2 Officer's Expense Report "User Instructions" Worksheet

This spreadsheet has the current approved rates for mileage and meals as of 6/10/2017
If you are using a printed version, you are responsible for all calculations.

MILEAGE = \$.40/mile. Enter miles in "No. of Miles" (column D) and it will be extended automatically.

MEALS. Receipts are not required unless part of a Matching Funds Final Report.

Breakfast=\$ 6.00

Lunch =\$ 8.00

Dinner =\$12.00

If using the spreadsheet, enter one of the following in "BLD" (column F), and the amount is entered automatically B, L, D, BL, BD, LD, or BLD and the total will appear in "Meals" (column G). Note, no extra spaces are allowed, and only one of the above may be used. For example, "LD" works but not "DL", nor "L D" nor "LD " (notice extra space at end).

After the main expense lines are other fields in row 27, below the header "Postage," etc.
In the row 27 fields, enter only the dollar amount. Do not enter text.

If you need to describe an expense, use a main expense line and enter the amount in "Other."

The spreadsheet will total the values from all main lines, plus the row 27 fields ("Postage", etc.) and display the grand total to the right of "Grand Total of All Expenses Listed Above."

If instead of the total amount you see "#VALUE!" the most common cause is you entered a non-amount (text) into one of the row 27 fields below the main lines ("Postage," etc.).

See the TF-10 Federation Officers' Operations Manual, Section 3 for expense policy.

If you encounter a problem using the spreadsheet, please download a fresh copy from the Texas Federation website at www.narfe.org/site/TX It may be your current copy is damaged. If you continue to have problems, please contact the Federation Treasurer. Contact the Federation President if you feel the spreadsheet should be changed.

Spreadsheet design:

The spreadsheet is currently protected. No password.

If you unprotect it, avoid erasing the built-in formulas.

Constant values are below:

Cell E11, Name="Mileage" , value=.40

Cell D6, Name="BRK", value 6.00

Cell D7, Name="LUN", value 8.00

Cell D8, Name="DIN", value 12.00