

## Honesty on Company Expense Statements

- A.** XYZ Zipper Manufacturing Company requires their employees to complete an expense report so that they may be reimbursed for expenses incurred while traveling on company business. An example of XYZ's blank expense report form follows. The company has the following restrictions on travel reimbursement rates:

MEALS	Breakfast \$7.50 Lunch \$8.00 Dinner \$18.00 ◆ No receipt necessary
MILEAGE	\$.31 per mile when traveling in personal vehicle ◆ This rate includes gas and wear and tear on the employee's vehicle. Mileage is not reimbursed when an employee travels in a vehicle owned by XYZ Zipper Manufacturing. The employee will, however, be compensated at his or her normal hourly rate for the transition time.
LODGING	\$120.00 per night ◆ No receipt necessary
AIRFARE	All airfare will be arranged and charged directly to the company.
MISCELLANEOUS	A receipt must be submitted for each miscellaneous expense.

Rhonda Ashley recently returned from a customer visit at Best Fit Jeans Company and submitted an expense report for \$290.72.

A company-owned car was available to Rhonda, but she preferred to use her personal vehicle for the trip. After eating breakfast at home, Rhonda left on Tuesday morning at 8:00 and arrived at Best Fit's headquarters at 10:30. Her trip odometer showed that she had driven 125 miles.

Rhonda stopped once to put \$10 worth of gas in her car (Receipt #1). Rhonda had lunch with some of her friends at Best Fit. They went to a new restaurant called S&T. Rhonda had the daily special and a small Coke. Her total bill was \$4.56.

## **Module 2   v   Activity 9   v   CHARACTER**

The trip required Rhonda to spend the night away from home. She stayed at 3 Star Inn. Her total bill including a \$2.72 phone call to her husband was \$111.75. Rhonda did not have any meeting scheduled for Tuesday night so she decided to treat herself to a nice dinner and a movie. Her dinner was \$20.00. Receipt #2 shows that the movie was \$4.00 and her popcorn and small coke were \$3.50. The theater was five miles from her hotel thus adding 10 miles round trip to her odometer.

Rhonda overslept on Wednesday morning and did not have time for breakfast. After her meeting at Best Fit, she left to return home at 1:00 on Wednesday. She stopped in at Sub World and had a \$7.00 lunch.

Rhonda drove the 125 miles and arrived back into town at 3:00 but decided to run by the Post Office and the Dry Cleaners before she returned to work. She put an additional 11 miles on her car and stopped by the Jiffy Mart to buy herself a mid-afternoon snack of a bag of chips and a coke. The bill was \$2.21 as shown in Receipt #3.

Rhonda's completed expense report is attached. Is her expense report accurate? Is it honest? What amount should be reimbursed to Rhonda?

**B.**

**EMPLOYEE TRAVEL EXPENSE STATEMENT**

**XYZ Zipper Manufacturing  
100 North Main Street  
Anywhere, ZZ 87564**

Reference # \_\_\_\_\_

For the period from 8/11/98 through 8/12/98

<b>Department</b> <b>Sales</b>	<b>Employee Name</b> <b>Rhonda Ashley</b>	<b>Headquarters</b> <b>XYZ, Anywhere</b>	<b>City</b> <b>Anywhere</b>	<b>County</b> <b>Hayes</b>	<b>State</b> <b>ZZ</b>	<b>Zip Code</b> <b>87564</b>
<b>Business Phone</b> <b>(712) 381-1100</b>	<b>Social Security Number</b> <b>382-00-1011</b>	<b>Address</b> <b>P.O. Box 2</b>	<b>City</b> <b>Anywhere</b>	<b>County</b> <b>Hayes</b>	<b>State</b> <b>ZZ</b>	<b>Zip Code</b> <b>87564</b>

Date	Departure Time	Arrival Time	Breakfast		Lunch		Dinner		Lodging		TOTALS
			Location	Amount	Location	Amount	Location	Amount	Location	Amount	
Tue. 8/11/98	8:00 A.M.	10:30 A.M.	Fred's	\$7.50	S & T's	\$8.00	Nick's	\$18.00	3 Star	\$120.00	\$153.00
Wed. 8/12/98	1:00 P.M.	3:30 P.M.	3 Star	\$7.50	Sub World	\$8.00	Fred's	\$18.00			33.50

Total Sustenance	<b>\$187.00</b>
Miscellaneous Expenses	<b>19.71</b>
Mileage <u>271</u> @ .31 =	<b>84.01</b>
Total Expenditures	<b>\$290.72</b>

Signature *Rhonda Ashley* Date 8/12/98

© This document is under developmental copyright by the Georgia Department of Technical and Adult Education. Do not reproduce any part of this document without written permission from the Commissioner of the Department of Technical and Adult Education or his assigned representative.



D.

**EMPLOYEE TRAVEL EXPENSE STATEMENT**

**XYZ Zipper Manufacturing  
100 North Main Street  
Anywhere, ZZ 87564**

Reference # \_\_\_\_\_

For the period from 8/11/98 through 8/12/98

<b>Department</b> <b>Sales</b>	<b>Employee Name</b> <b>Rhonda Ashley</b>	<b>Headquarters</b> <b>XYZ, Anywhere</b>	<b>City</b> <b>Anywhere</b>	<b>County</b> <b>Hayes</b>	<b>State</b> <b>ZZ</b>	<b>Zip Code</b> <b>87564</b>
<b>Business Phone</b> <b>(712) 381-1100</b>	<b>Social Security Number</b> <b>382-00-1011</b>	<b>Address</b> <b>P.O. Box 2</b>	<b>City</b> <b>Anywhere</b>	<b>County</b> <b>Hayes</b>	<b>State</b> <b>ZZ</b>	<b>Zip Code</b> <b>87564</b>

Date	Departure Time	Arrival Time	Breakfast		Lunch		Dinner		Lodging		TOTALS
			Location	Amount	Location	Amount	Location	Amount	Location	Amount	
Tue. 8/11/98	8:00 A.M.	10:30 A.M.		-0-	S & T's	\$4.56	Nick's	\$18.00	3 Star	\$109.03	\$131.59
Wed. 8/12/98	1:00 P.M.	3:30 P.M.		-0-	Sub World	\$7.00					7.00

Total Sustenance	<b>\$138.59</b>
Miscellaneous Expenses	<b>-0-</b>
Mileage <u>250</u> @ .31 =	<b>77.50</b>
Total Expenditures	<b>\$216.09</b>

Signature *Rhonda Ashley* Date 8/12/98

© This document is under developmental copyright by the Georgia Department of Technical and Adult Education. Do not reproduce any part of this document without written permission from the Commissioner of the Department of Technical and Adult Education or his assigned representative.

