**Expense Ticket Reimbursement**

* **All expense must be submitted by Tuesday at 12:00 PM EST to be considered for payment the same week**
* **All expenses will be paid via ACH (If you update your bank account with payroll you MUST contact Accounts Payable as well. We do not share systems)**
* **We pay once a week**
1. SharePoint
2. Click on the Finance Option
3. Expense Report Forms
4. Click on the “NEW” button to create new expense ticket



1. Expense Report Title: This is where you create a name for the report (Travel expenses, Meetings, Inspections, etc.)
2. Date: Auto populates to today’s date
3. Who the expense report is for: Who paid for the expense and is getting reimbursed
4. Branch/Department: Your cost center where the charges are applied to
5. Comments: If there are any special notes to help us approve the expenses
6. Transaction Date: Date of the expense
7. Department/Branch: This will auto populate based on what you chose above
8. Expense Description: What was the expense for? Meals (who the meals were for), Travel, Training, Inspections, etc.
9. Borrower Name/Loan Number: If this expense was for a loan
10. Amount: Amount of expense
11. Receipts: Must attach a copy of the receipt for IRS purposes

If you have more than one expense, please click on the “INSERT ITEM” button and add your next expense.