NHICC/NH-DI Expense Report Instructions

General Guidance

1. File expense reports in a timely manner. Do not save them up for many weeks!
2. Try not to mix NHICC/NH-DI expenses and personal expenses on the same receipt.
3. If you forget to do this, and must submit a receipt in which NHICC/NH-DI and personal expenses are mixed, clearly mark the NHICC/NH-DI expenses. Please do not obscure the amounts when indicating NHICC/NH-DI expenses.
4. There is no need to be overly specific on description, or report each item on a receipt separately. For example, "IC supplies" can be used for an entire receipt.
5. Number each receipt, and do not combine multiple receipts on one line.

Completing the Form

1. **Submitted by:** Name of the person submitting the expense report.
2. **Date:** Date when the expense report was prepared or submitted.
3. **Signature:** Signature of the submitter.
4. **Authorized by (leave blank):** Name of the person who authorized reimbursement (e.g. Treasurer or Executive Director).
5. **Authorized date (leave blank):** Date when the expense report was processed.
6. **Authorized signature (leave blank):** Signature of the person who authorized reimbursement.
7. **For each item:** Enter the date of the expenditure, a description, and the amount. Leave the Account field blank. This is for accounting purposes, and will be filled in when the expense report is processed.
8. **Number all of the receipts and include them with the expense report.**

Adding an Electronic Signature

You can use Adobe Reader to add an image of your signature to a PDF file.

1. Choose **Tools > Fill & Sign**, and click on the **Sign** icon in the toolbar.
2. Indicate that you want to add a signature.
3. If you have previously used Adobe Reader to sign a PDF, select it from the Sign options, and then click at the place in the PDF where you want to add your signature.
4. If you are signing a PDF for the first time, you will see the **Signature** panel. This will allow you to draw your signature or select a scanned image of your signature.
5. To move the placed signature, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in the field toolbar.
6. For more detailed instructions, visit this URL: **https://helpx.adobe.com/reader/using/fill-and-sign.html**

NHICC / NH-DI Expense Report

Submitted By: _____ Date: _____

Signature: _____

Authorized By: _____ Date: _____

Signature: _____

PLEASE ATTACH COPIES OF ALL RECEIPTS

RECEIPT #	DATE	DESCRIPTION	AMOUNT	ACCOUNT Finance Use Only
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
			TOTAL:	