



## expense reports

Expense reports are due by the 3<sup>rd</sup> of each month. The report can be found in the Team Leadership Folder under Expense Reports. There are 2 formats that you can use: the Excel version or the fillable PDF version.

There is a section for expenses on a company card, a reimbursement section for company expenses with a personal form of payment, and a mileage reimbursement section.

Save the expense report in a secure location so it can be easily referred to later. Send the report to [accounting@b2outlets.com](mailto:accounting@b2outlets.com) along with clear and full photos or scans of all receipts. Receipts and expense reports must match. If no receipts are provided, the expense report is considered invalid and will not be processed and no reimbursements issued. Reimbursement for personal use will be paid on the 2<sup>nd</sup> paycheck of the month.

### [Monthly Expense Report – Updated 01.01](#)