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How to Submit an Expense Request

You're trying to make sure you, your people, and your vendors get paid (or paid back!). We're trying to get them paid while also maintaining IRS compliance. So: here's what you need to submit when you put in an expense request:

Paying Contractors (any person who's not on payroll)

If you're paying someone for a professional fee, aka work on behalf on your project, and you haven't paid them before, **you'll need to attach an invoice and a W9**. Both a blank W9 and an invoice template can be found on the CultureTrust online Toolkit.

If you **have** paid this person or business before, you just need to submit an invoice.

The invoice needs to clearly state what work they did for you and how much they need to be paid.

A clear version, that helps us categorize your expenses, will look more like:

Date	Service	Amount	Balance
8/23/19	15 hours of web design work for [Project]	$450	N/A

Vs. a less-clear version that will require us to check back in with you to figure out what category to put this expense in, like:

Date	Service	Amount	Balance
8/23/19	[Project] support	$450	N/A

**Contractors can also provide you with their own invoice, or can fill out the CultureTrust template and return it to you, if that's easier. We just need a clear invoice.

Paying Bills from Vendors (utilities, website, leases, etc.)

If you're paying a bill, even if it's a regularly recurring one, like rent, you need to submit an invoice & a W9 if you haven't paid them before. If you **have** paid them before and they're listed as a vendor already, you need to submit an invoice. Sometimes they will have already sent you a bill or invoice over email that you can download and attach.

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If You Have a Contract with a Person/Place/Company & It's Time to Pay Them

if you're renting a space, or if you want to make sure you have the terms of an agreement down in writing, this is when a contract is really helpful. This contract can be submitted as an attachment **instead of an invoice**, because it already describes who's getting paid, for what, and how much. But it still needs to be signed & executed by CultureTrust before you can submit it as an expense!

Getting Reimbursed

To get yourself or one of your people reimbursed, you'll need to submit **all** receipts and a Reimbursement Request Form as attachments in your expense request. The reimbursement form needs to describe each purchase and list which part of the budget we need to enter the expense into, so we can create accurate financial reports for your Project. For example:

Purchase Date	Description	Expense Account	Expense Class	Amount
8/23/19	Reimbursement for plane ticket to conference	Travel	N/A	$500

If we haven't paid you/your person before and you're not listed as a vendor in SAGE yet, we need your/their W9 and your email address.

**The receipts can be scanned or photographed as long as the photos are clear!

Paying People on Payroll

For anyone who's already on payroll, you'll need to submit their timesheets through the Portal. Just make sure the amounts listed on the timesheets and the amounts listed in the Portal submission match!

Getting or Adding Funds to a PEX Card

If you're requesting a PEX card for the first time, or for a new Project employee, you'll submit a PEX Card Initial Deposit Form through the Portal.

If you're requesting a reload of project funds onto an existing PEX card, you'll submit the PEX Card Deposit Form through the Portal.