

***Morningside Area Community Council***  
PO Box 40313  
Pittsburgh, PA 15201



## **MACC Expense Report Policy**

This information is provided to help you complete the MACC Expense Report for reimbursement of expenses made on behalf of the Morningside Area Community Council. Receipts for all expenses are required to comply with our 501 (c) 3 non-profit designation.

### *All reimbursement for expenses:*

- Must include a completed Expense Report
- Turned in to the MACC Treasurer within 30 days of the expense date
- Include receipts for all expenses

### *Receipts acceptable are:*

- Cash receipts
- Debit card receipts
- Credit card receipts
- Credit card statement or online list of transactions when authorized by phone
- Valid copy of any of the above receipts

**Note:** Black out any confidential or unrelated information on any and all receipts.

### *Complete Expense Report:*

- Fill in your full name, title (if any) and date of report
- Fill in your street address, city, state and zip code
- List all expenses separately by date (supported by your receipts)
- Fill in the Description or Purpose of the expense (e.g., flowers, copies, etc.)
- Place the dollar amount in the column by committee or event (e.g., Membership, Event Halloween, etc.)
- Total all amounts across and down
- Place a grand total in the bottom right Totals box
- Sign the bottom of the Expense Report to verify the accuracy of these expenses
- Attach all receipts

Turn in the completed Expense Report and receipts to the MACC Treasurer for reimbursement.

Expense reports missing receipts or where totals do not sum correctly **will not be reimbursed** until corrected.