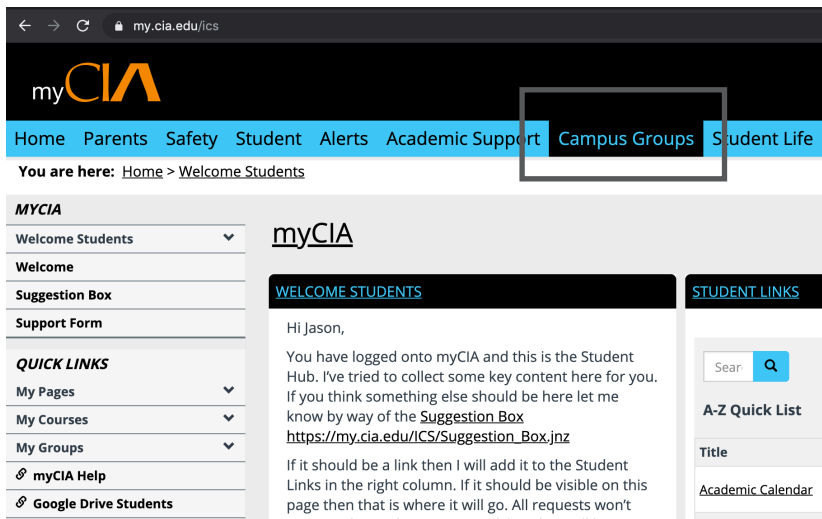


# Simplified Expense Report Guide

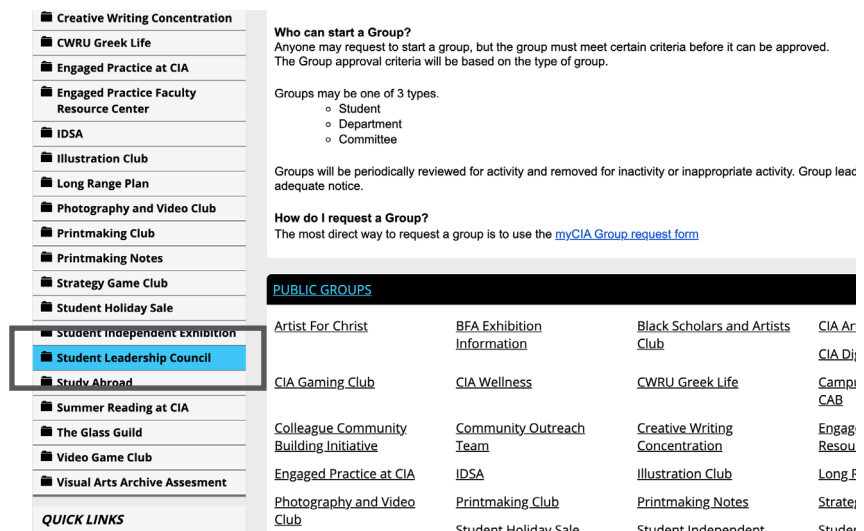


## Step 1: Go To Campus Groups

- Log into MyCIA
- From the home page locate the Campus Groups tab on the navigation bar
- Click on tab to open page

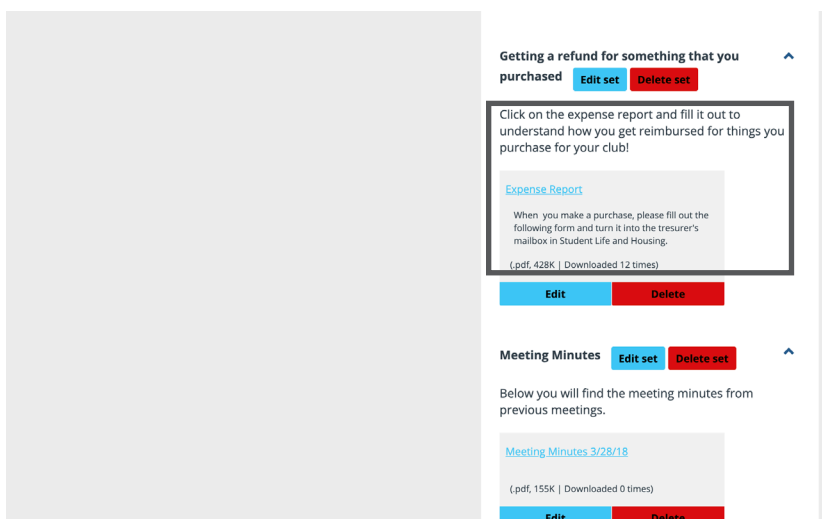
## Step 2: Finding SLC Group

- On the Campus Group page scroll down until you can see Student Leadership Council on the left side of the page
- Click on tab to open SLC page



## Step 3: Finding Expense Reports

- On the SLC page scroll down until you can see the Expense Report tab
- \*Ignore administrative controls in image to the left
- Click the blue link to open up editable pdf in new tab



# Simplified Expense Report Guide

## Step 4: Fill Out Your Info

- Fill out your personal information accurately at the top of the form
- For title include your club and the club position
- Fill out the Saturday at the end of the submission week
- \* the rest of the dates on the document with auto-fill

Name	First Last	Street No	Year Address	Week Ending Saturday				
Title	Club and Club Position	City, State Zip	Address Continued	12/07/2019				
EXPENSE ITEM	12/01/2019	12/02/2019	12/03/2019	12/04/2019	12/05/2019	12/06/2019	12/07/2019	TOTAL
Breakfast								
Lunch								
Dinner								
>Total (Lines 1-3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lodging								
Airfare								
Taxi / Shuttle								
Rail / Bus								
Auto Rental								
Fuel								
Tolls								
Parking								
Mileage	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
Baggage Fees								
Other Tips (not meal)								
Phone / Fax								
Instructional Supplies								
Office Supplies								
Enter Additional Item Here								
Enter Additional Item Here								

<b>To:</b>		<b>18</b>	Enter Additional Item Here
<b>Date:</b>	12/07/2019	<b>19</b>	Enter Additional Item Here
<b>Miles:</b>		<b>20</b>	Enter Additional Item Here
<b>From:</b>		<b>21</b>	Enter Additional Item Here
<b>To:</b>			
<b>Explain by Item Number (4-21) any Expense That May be Questioned and Purpose of Trip/Expense.</b>		<b>Sub-Total (lines 4-21)</b>	
		<b>TOTALS:</b>	
Write out what the expenses were for. List items and general purposes here or describe any other expense reasoning			

## Step 5: Explain Your Expenses

- Fill out the explanations for expenses in the large box to the lower left of the form
- List the items purchased and a brief reasoning or event title for which the supplies were for

## Step 6: Locations & Account Code

- If items were purchased from different locations please list out the separate locations and expenses for each
- Insert your clubs account code into the project number space (provided on account update sheets)
- Write your total in the amount field next to the course code

[illegible]

# Simplified Expense Report Guide

**Destination** Support Hub 1

**Pages** All

**Copies** 1

**More settings**

**Cancel**

## Step 7: Print Completed Form

- Check information for accuracy
- Print out the completed form

## Step 8: Total Owed and Signing

- Sign your name in the Employee Signature section and date it
- Cross out the \$0.00 in the lower right corner where it says due to employee

**Write out what the expenses were for. List items and general purposes here or describe any other expense reasoning**

**\* (Items 1-3) Detailed Explanation of Meal Expense, attach additional sheet if necessary.**

**Item #** **Date** **Place** **Name of Person(s), Nature, and Purpose** **Amount**

**Location 1** **Brief description of items (general)** **10.00**

**Location 2** **Brief description of items (general)** **20.00**

**Location 3** **Brief description of items (general)** **55.00**

**Account Number-Project Code** **Amount** **All Receipts Must be Itemized and Neatly Taped to 8.5" X 11" Single-Sided Paper**

**01-01-17-7600-20350-CODE** **100.00**

**Employee Signature\*** **Date** **Advance** **Total CIA Paid AMEX** **0.00**

**Approving Signature\*** **Date** **Due CIA** **0.00** **Due Employee** **0.00**

**\*I certify that the information submitted is true and correct and the amounts claimed comply with CIA's expense reimbursement policies.**

**\*Write Total Here\***

## Step 9: Attach Receipt and Submit

- **TAPE ORIGINAL RECEIPTS TO A SEPARATE PIECE OF PAPER** (for online purchases, printed copies of receipts and invoices can be used)
- Staple receipt page to the back of the completed form
- Leave form at desk across from Rebecca in top wire basket in Student Affairs Office

**CLEVELAND INSTITUTE OF ART**  
11610 Euclid Avenue  
Cleveland OH 44106  
**WEEKLY EXPENSE REPORT**

**Name First Last** **Street No** **Your Address**  
**Title Club and Club Position** **City State Zip** **Address Continued**

**EXPENSE ITEM** **12/01/2019** **12/02/2019** **12/03/2019** **12/04/2019** **12/05/2019** **12/06/2019** **12/07/2019** **TOTAL**

**Mileage: 2016 Mileage Rate = \$0.540 / mile**

**Date: 12/01/2019** **Miles:** **1 Breakfast** **0.00**

**From:** **2 Lunch** **0.00**

**To:** **3 Dinner** **0.00**

**Sub-Total (Lines 1-3)** **0.00** **0.00** **0.00** **0.00** **0.00** **0.00** **0.00**

**Date: 12/02/2019** **Miles:** **4 Lodging** **0.00**

**From:** **5 Airfare** **0.00**

**To:** **6 Taxi / Shuttle** **0.00**

**Date: 12/03/2019** **Miles:** **7 Rail / Bus** **0.00**

**From:** **8 Auto Rental** **0.00**

**To:** **9 Fuel** **0.00**

**Date: 12/04/2019** **Miles:** **10 Tolls** **0.00**

**From:** **11 Parking** **0.00**

**To:** **12 Mileage** **0.0000** **0.0000** **0.0000** **0.0000** **0.0000** **0.0000** **0.00**

**Date: 12/05/2019** **Miles:** **13 Baggage Fees** **0.00**

**From:** **14 Other Tips (not meal)** **0.00**

**To:** **15 Phone / Fax** **0.00**

**Date: 12/06/2019** **Miles:** **16 Instructional Supplies** **0.00**

**From:** **17 Office Supplies** **0.00**

**To:** **18 Enter Additional Item Here** **0.00**

**Date: 12/07/2019** **Miles:** **19 Enter Additional Item Here** **0.00**

**From:** **20 Enter Additional Item Here** **0.00**

**To:** **21 Enter Additional Item Here** **0.00**

**Sub-Total (Lines 4-21)** **0.00** **0.00** **0.00** **0.00** **0.00** **0.00** **0.00**

**TOTALS:** **0.00** **0.00** **0.00** **0.00** **0.00** **0.00** **0.00** **0.00**

**Explain by Item Number (4-21) any Expense That May be Questioned and Purpose of Trip/Expense.**

**Write out what the expenses were for. List items and general purposes here or describe any other expense reasoning**

**Item #** **Date** **Place** **Name of Person(s), Nature, and Purpose** **Amount**

**Location 1** **Brief description of items (general)** **10.00**

**Location 2** **Brief description of items (general)** **20.00**

**Location 3** **Brief description of items (general)** **55.00**

**Account Number-Project Code** **Amount** **All Receipts Must be Itemized and Neatly Taped to 8.5" X 11" Single-Sided Paper**

**01-01-17-7600-20350-CODE** **100.00**

**Employee Signature\*** **Date** **Advance** **Total CIA Paid AMEX** **0.00**

**Approving Signature\*** **Date** **Due CIA** **0.00** **Due Employee** **0.00**

**\*I certify that the information submitted is true and correct and the amounts claimed comply with CIA's expense reimbursement policies.**

**\$100.00**