How to File an Expense Report

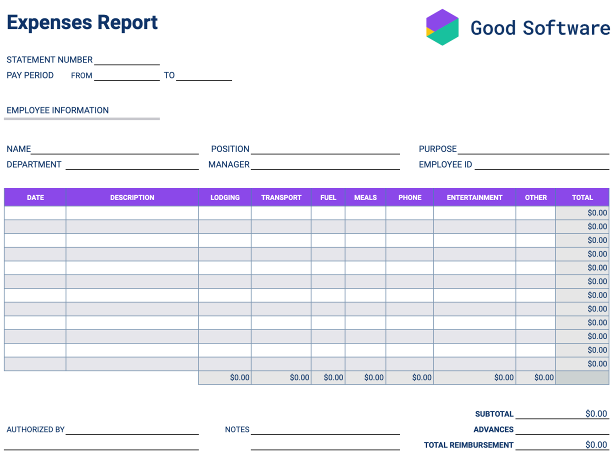
This how-to article guides you, as a Good Software employee, through the process of filing an expense report. Follow these steps to make sure your business expenses are documented accurately and reimbursed promptly.

Instructions

Filing an expense report at Good Software is simple and straightforward. Follow the steps below to ensure your expenses are documented and reimbursed promptly.

Tip: Make sure to file your expense report within 30 days of the incurred expense to avoid delays with getting reimbursed.

1. **Gather Your Receipts:** Collect all receipts for expenses related to travel, meals, and any other approved business activities. Digital copies are preferred to streamline processing.
2. **Complete the Expense Report Form:**
   a. Open the Good Software Expense Report form from the company intranet.
   b. Fill out each field, ensuring you include your name, department, and date of the expense.
   c. List each expense separately, along with the date and purpose.



Expenses Report — Good Software

STATEMENT NUMBER ____________
PAY PERIOD FROM ____________ TO ____________

EMPLOYEE INFORMATION

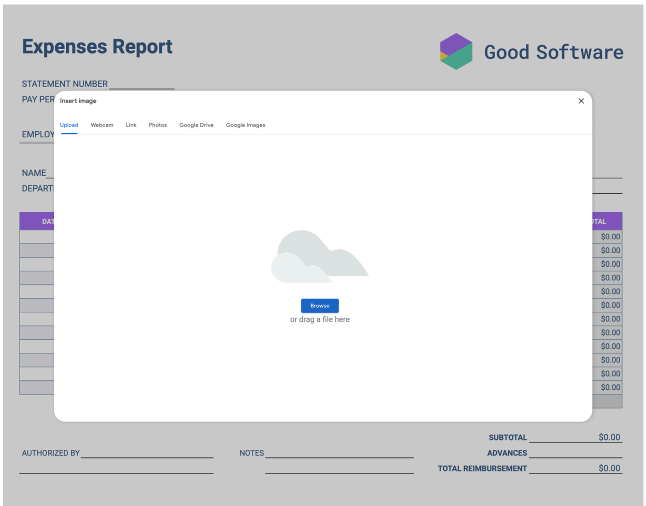
NAME ____________ POSITION ____________ PURPOSE ____________
DEPARTMENT ____________ MANAGER ____________ EMPLOYEE ID ____________

DATE	DESCRIPTION	LODGING	TRANSPORT	FUEL	MEALS	PHONE	ENTERTAINMENT	OTHER	TOTAL
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	

AUTHORIZED BY ____________ NOTES ____________

SUBTOTAL $0.00
ADVANCES ____________
TOTAL REIMBURSEMENT $0.00

3. **Attach Receipts:** Upload digital copies of your receipts to the form. Ensure each file is clear and readable.



4. **Submit for Approval:** Submit your completed expense report form to your direct manager for approval. Once approved, the report will automatically forward to the Finance Department for processing.

> Expense reports submitted without receipts or approval from a direct manager may be delayed or rejected. Please double-check your report before submission.

5. **Track Reimbursement Status:** After submission, you can track the status of your reimbursement through the Expense Tracker dashboard.

Related articles

Other articles related to expenses that might be interesting to you:

- Submitting Receipts Electronically
- Travel Expense Policy
- Monthly Expense Report Deadlines