

# EXXON GAS RECEIPTS / EXPENSE REPORTS PROCEDURE

In order for Accounts Payable to audit the Exxon monthly invoice along with the gas receipts in the most efficient way possible, please follow the instructions below:

- Report should generate after the 23<sup>rd</sup> of the month and are due to AP no later than the 2<sup>nd</sup> the next month giving over a week to get the report put together
- AP needs all receipts from the 23<sup>rd</sup>-23<sup>rd</sup> of the current period
- Audit the Expense Report and make corrections before printing
- Print Expense Reports
- Put all receipts in order from OLDEST to NEWEST with the NEWEST on the TOP
- STAPLE ALL receipts together to the FRONT of the whole Expense Report Packet in the LEFT HAND CORNER
- Give to your manager as soon as completed
- Manager must turn in the reports to AP no later than the 2<sup>nd</sup> of the month
- Do not include any receipts dated after the 23<sup>rd</sup> of the month which would be for the next period
- If a charge is not showing on the report, but you have the receipt (dated from 23<sup>rd</sup> -23<sup>rd</sup>), make a note on the report and turn in the receipt along with all of the other ones as if it was on the report. This means that something either was not entered correctly in the phone app or was not entered at all. It will still be on the Exxon invoice, and you will be charged if it is not turned in.

If receipts are turned in which do not show on the current Exxon invoice, AP will remove those receipts and put in a folder for the next month's reports. Sometimes the cutoff date varies.

If no receipts are turned in by the 2<sup>nd</sup> of the month by an employee, all charges on the Exxon invoice under that employee's pin number will be charged to the employee through a payroll deduction. No courtesy email will be sent.

If a receipt is missing, that receipt will be charged to the employee. It is up to the employee to make sure ALL receipts are included with the expense report packet.

If the packet is not put together correctly, AP will return to the manager so the manager can train with the employee to make sure done correctly in the future.

All expense reports need to be turned in to AP as quickly as possible after the 23<sup>rd</sup> of each month (no later than the 2<sup>nd</sup>) so they can timely audit the invoice.