

MVA Procedure

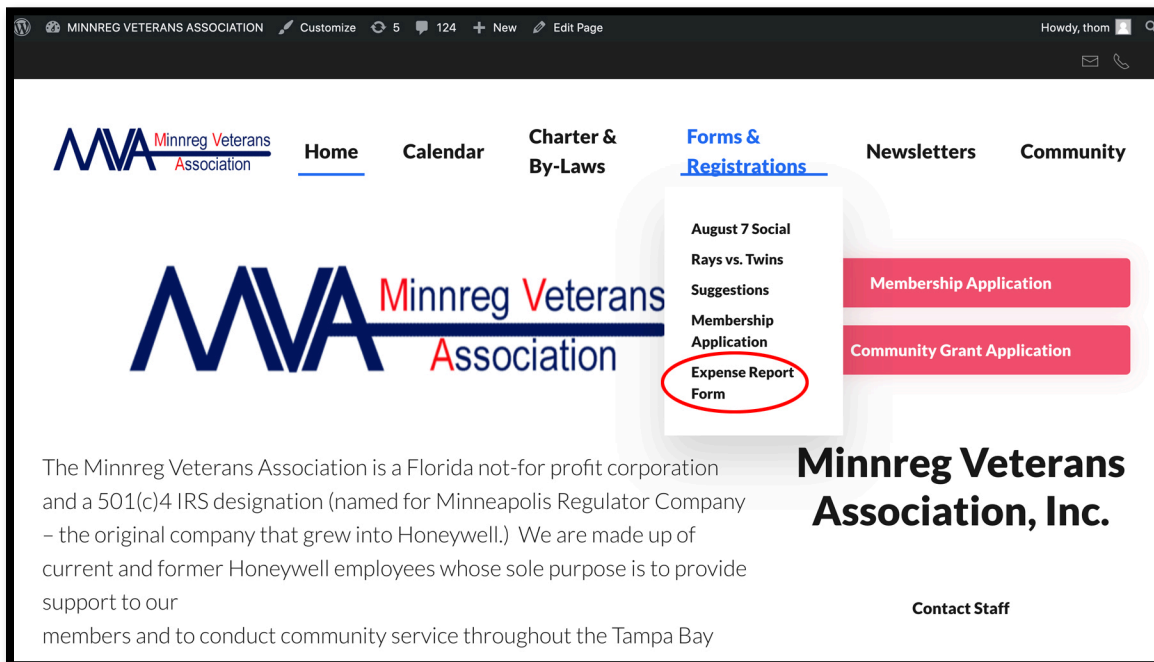
Submitting an expense report.

Preparation:

- Obtain a printed receipt for any MVA expense.
- Where possible, use an MVA credit/debit card for the expense.
- All expense reports must be filed within 24 hours of the expense

Process:

The Expense Report Form is located on the www.minnregs.com website under the “Forms & Registrations” menu item.



The screenshot shows the website for the Minnreg Veterans Association. The navigation menu includes Home, Calendar, Charter & By-Laws, Forms & Registrations (highlighted), Newsletters, and Community. A dropdown menu is open under 'Forms & Registrations', listing: August 7 Social, Rays vs. Twins, Suggestions, Membership Application, and Expense Report Form (circled in red). To the right of the dropdown are two red buttons: 'Membership Application' and 'Community Grant Application'. The main content area features the MVA logo and a paragraph describing the association as a Florida not-for-profit corporation and a 501(c)4 IRS designation. The text reads: 'The Minnreg Veterans Association is a Florida not-for profit corporation and a 501(c)4 IRS designation (named for Minneapolis Regulator Company – the original company that grew into Honeywell.) We are made up of current and former Honeywell employees whose sole purpose is to provide support to our members and to conduct community service throughout the Tampa Bay'. Below this text is a 'Contact Staff' link. The footer of the page displays 'Minnreg Veterans Association, Inc.' in large bold letters.

Fill in your first and last name, email address, and choose expense date.



Submitter Name *

First Name Last Name


Expense Report

Please complete and submit this form within 24 hours of expense.

Email *

example@example.com

Expense Date *



Date

Scroll down and choose the correct transaction type.

Transaction Type *

- MVA Debit Card
- Personal Debit/Credit Card/Check
- Cash
- Bill Pay
- Check
- Zelle transfer
- EFT
- Autopay

Enter the exact amount of the expenditure, without the \$ symbol.

Expense Amount - ie: 29.95 *

100.00

Select the correct budget to be charged. Questions about the correct budget should be directed to the President.

- Luncheon AV Support
- Luncheon Decorations
- Luncheon Door Prizes
- Luncheon Food/Drink
- Luncheon Photos/Printing
- Luncheon Speaker Fee
- Luncheon Party Planner
-

Indicate the vendor. If the expense is for an employee event, please enter the number of attendees (of known.)

Vendor *

Publix

As stated on receipt

If this is an event, please indicate the number of actual attendees:


92

Create a jpg image of the receipt – using a scanner or a phone camera. Drag and drop the .jpg file in the space provided.

Indicate the description of the expense – short and concise.

Submit the form

Please upload an image of the receipt *



No file chosen
Browse files
Drag and drop files here

Expense Description *

August luncheon door prizes

Submit

An email will be sent to the email address on the form indicating that the file has been uploaded.