Partner Site Expense Reporting Procedures

The M2C team will be using Zoho to track the spending of grant funds and the allocation of matching funds. **All expenses for the prior month will be due on the 15th of the following month** (ex: ALL July expenses are due on August 15th). **Each month, you will submit one expense report for reimbursable expenses and a separate report for matching expenses, for a total of two reports.**

Expenses that are submitted excessively late are not guaranteed to be reimbursed.

Video Instructions

To view more detailed video instructions on how to report expenses, click here. Timestamps are included below in **green** text.

- Zoho Expense Log In (**0:15**)
- Expense Info (**0:47**)
  - Creating Expenses (**0:52**)
  - Submitting matching expenses (**1:48**)
  - Adding mileage (**2:22**)
  - Viewing expenses (**3:20**)
  - Deleting expenses (**3:29**)
- Monthly Reports (**3:46**)
  - Creating a report (**3:54**)
  - Adding expenses to a report (**4:20**)
  - Removing expenses from a report (**4:40**)
  - Submitting a report (**4:53**)
  - Recalling a report (**5:12**)
  - Resubmitting a report (**5:30**)
  - Deleting a report (**6:15**)
  - Viewing the status of any report (**6:34**)
- Purchase Requests (**6:43**)
  - Submitting a purchase request (**6:50**)
  - Adding a purchase request to an expense report (**8:18**)
  - Viewing the status of a purchase request (**8:32**)
- View Analytics (**8:42**)

How to access Zoho (0:15)

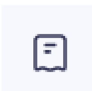
Log in to Zoho.

1. Select “Sign In”
2. Insert email address and click “Next”

3. Insert password and click “Sign in”
4. Click “Expense” icon

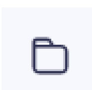
Viewing your information

To view Expenses (3:20):



- Select “Expenses” on the left-hand side of the screen
- Unreported expenses will appear here
- To view previously reported and unreported expenses, select “All Expenses” toward the top center of your screen
    - You may select and view the details of any expense

To view Reports (6:34):

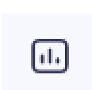


- Select “Reports” on the left-hand side of the screen
- Un-submitted and pending reports will appear here
- To view previously submitted, un-submitted, and pending reports, select “All Reports” toward the top center of your screen
    - You may select and view the details of any report

To view Purchase Requests (8:32):

- Select “Purchase Requests” on the left-hand side of the screen
- Un-submitted and pending purchase requests will appear here
- To view previously submitted, un-submitted, and pending purchase requests, select “All Requests” toward the top center of your screen
    - You may select and view the details of any request

To view Analytics (8:42):



- Select “Analytics” on the left-hand side of the screen
- Select the option that displays the parameters you are looking for
- If you would like to change the filters, select “Customize” towards the upper center of the screen
- If you would like to export the report, select “Export as” on the top right of the screen

Purchase Request (6:43)

Partner Sites will need to submit the M2C purchase request through Zoho for any single item or travel (flights and hotels only, day travel via vehicle does not require pre-approval) that exceeds $500.00. The purchase request must be made at least one week before the expected date of purchase.

1. Select "Purchase Request" on the left-hand side of the screen
2. Select "New Purchase Request"
3. Enter the date, reason for the purchase, item name, budget category (must match Partner Site Detailed Budget), quantity, and estimated rate
    - You may put in a purchase request for more than one item at a time by selecting "Add Another Line"
4. Select "Save" at the bottom left-hand corner
    - Please not that selecting "Save" does **not** submit the purchase request for approval
5. Select the purchase request
6. Select "Submit"
7. You will receive an email when each of the following occurs
    - Purchase request has been submitted
    - Purchase request has been approved/rejected
8. If the request is rejected and you wish to re-submit with changes, follow steps 3-6 of the above section to resubmit your purchase request with the necessary changes

Purchase requests will automatically be added to your Expenses in Zoho. When you submit your expense report, if you are including the requested item, make sure all lines of the expense have been updated to reflect the details of the purchase. The M2C team will need this purchase request approved prior to submitting the actual itemized expense.

Adding expenses to your account (0:52)

Expenses can be added to Zoho anytime throughout the month.

1. Select "Expenses" on the left side of the screen
2. Click "New Expense" on the top right side of the screen
3. Upload receipt
4. Add details for your expense
    - **Report**: if you have already created the monthly expense report, you may select it here (otherwise leave it blank)
    - **Expense Date**: use the expense date off the receipt
    - **Merchant**: name of the company (if applicable)
    - **Category**: should match category expense was placed in on Detailed Budget
    - **Amount**: the total amount of allowable expenses on receipt
    - **Claim Reimbursement**: always select
    - **Description**: a short description of the item
        - Food: include a narrative for why food costs were necessary
        - Travel to M2C Network Convenings: place Partner Site name in the description
    - **Project**: select your Partner Site
        - Travel to M2C Network Convenings: select "From Margins to Center"

- **Show more fields → M2C Budget Category - for M2C staff ONLY**: do NOT select a category
- **Purchase Request**: if a purchase request was submitted through Zoho for this expense, select it from the dropdown (otherwise leave it blank)
- **If reporting mileage, select "Add Mileage" at the top**
    - Category: Travel
    - Rate per mile = $0.655
    - See above for the remaining lines
- **Do not use "Bulk Add Expenses" or "From Cards" at the top of the page**

5. Select "Save and Close" if you are finished adding expenses or "Save and New" if you are ready to add another expense

Adding a Matching Fund expense to your account (1:48)

To submit an expense as contributing to your matching requirements, follow the same steps as outlined above ("Adding expenses to your account") with the following exceptions in step 4:

- **Claim Reimbursement:** do NOT select
- **Paid Through:** select your Partner Site + Matching Funds

Creating and submitting an expense report (3:54)

By the 15th of the following month, all expenses for the prior month should be added to a single report and submitted at once (ex: July expenses are due August 15th). All approved expense reports will be reimbursed within 30 days of submission.

The reimbursement process will not begin on an expense report that has been rejected due to non-allowable expenses or missing information. Corrections must be made and resubmitted before the reimbursement process can begin.

1. Select "Reports" on the left side of the screen
2. Add the details of the report
    - **Report Name**: "*Month Year Partner Site Name* Expenses" OR "*Month Year Partner Site Name* Matching Expenses"
        - Example: "June 23 XX School District Matching Expenses" OR "June 23 XX School District Matching Expenses"
    - **Duration**: Select the first and last day of the month you are submitting
    - **Customer**: Select your site
    - **Project**: Select your site
3. Select "Save"
4. Select "Add Unreported Expenses" in the middle of the screen
5. Select the expenses you would like to add to the report and then select "Add X Expenses"

6. Once all of your expenses for the month have been added, select "Submit" in the upper right-hand corner
7. You will receive an email when each of the following occurs
   - Expense report has been submitted
   - Expense report has been approved
   - Expenses have been reimbursed

Rejected Expenses (5:30)

If expenses cannot be approved because they are non-allowable or need more information, they will be rejected and need to be resubmitted with edits for approval.

1. Receive an email and a notification in Zoho with the additional information needed for approval or the reason for the rejected expense
2. To resubmit the corrected expense report, select "Reports" on the left-hand side of the screen
3. Select the rejected report
4. Select the expense that needs adjustments and make changes
   - If an expense needs to be deleted, select the 3 dots on the right side of the expense and then select "remove"
5. Press "Save and Close"
6. Once all changes have been made, select "Re-submit" on the top right of the screen
7. You will receive an email when each of the following occurs
   - Expense report has been submitted
   - Expense report has been approved/rejected
   - Expenses have been reimbursed

Questions

If you have any questions, please reach out to Claire Brown at cbrown@nbpts.org. We are here to help support your success!