



ET Investments



## Bill Reimbursement Guide

<https://app.bill.com/neo/login>

## DESCRIPTIONS

All client/employee meals, entertainment, and gifts need to list each person's name and company name. If it is a long list, it can be an attachment which is referred to in the description.

For any service or subscription, the service period dates for the expense should be included in the description.

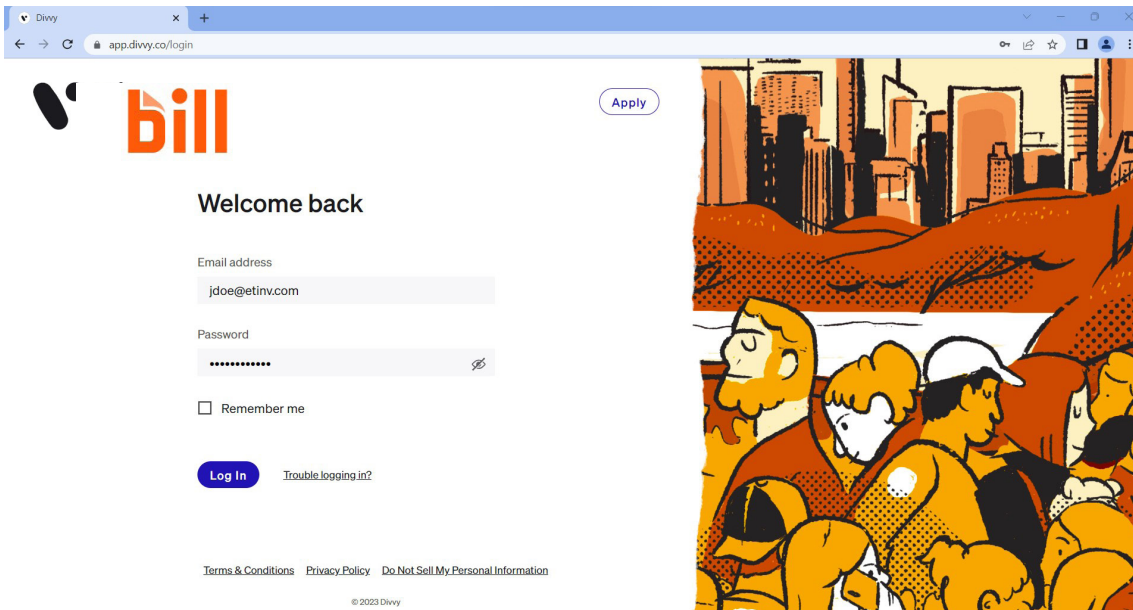
## THE BILL SPEND & EXPENSE APP

Bill can be accessed via their website at <https://app.bill.com/neo/login> or through their app, available in the Apple Store and on Google Play

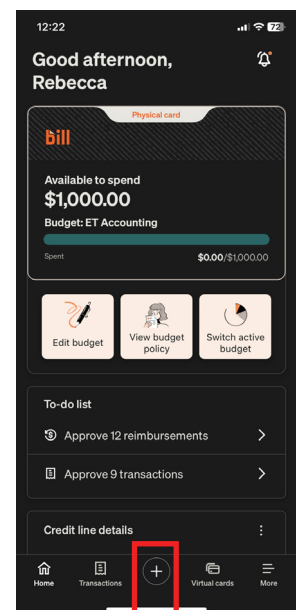
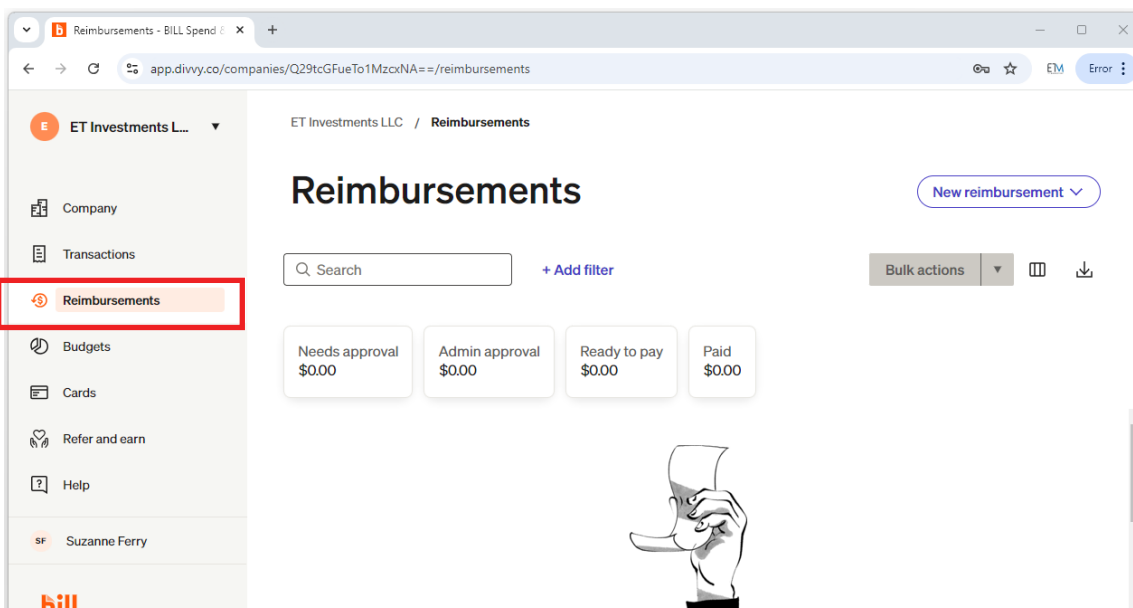


# Reimbursement using the Divvy app

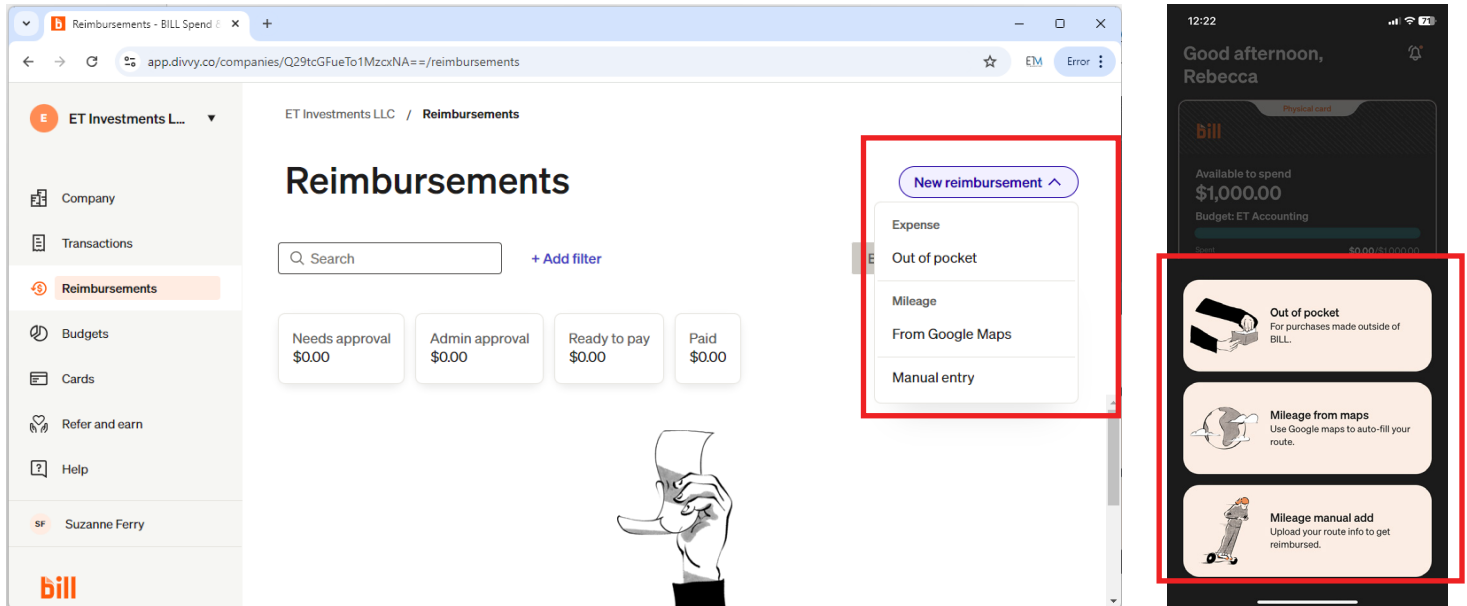
Once a purchase is made, log in to <https://app.bill.com/neo/login>



After logging in, select Reimbursements on the left menu, or the + sign at the bottom center of the page in the App.

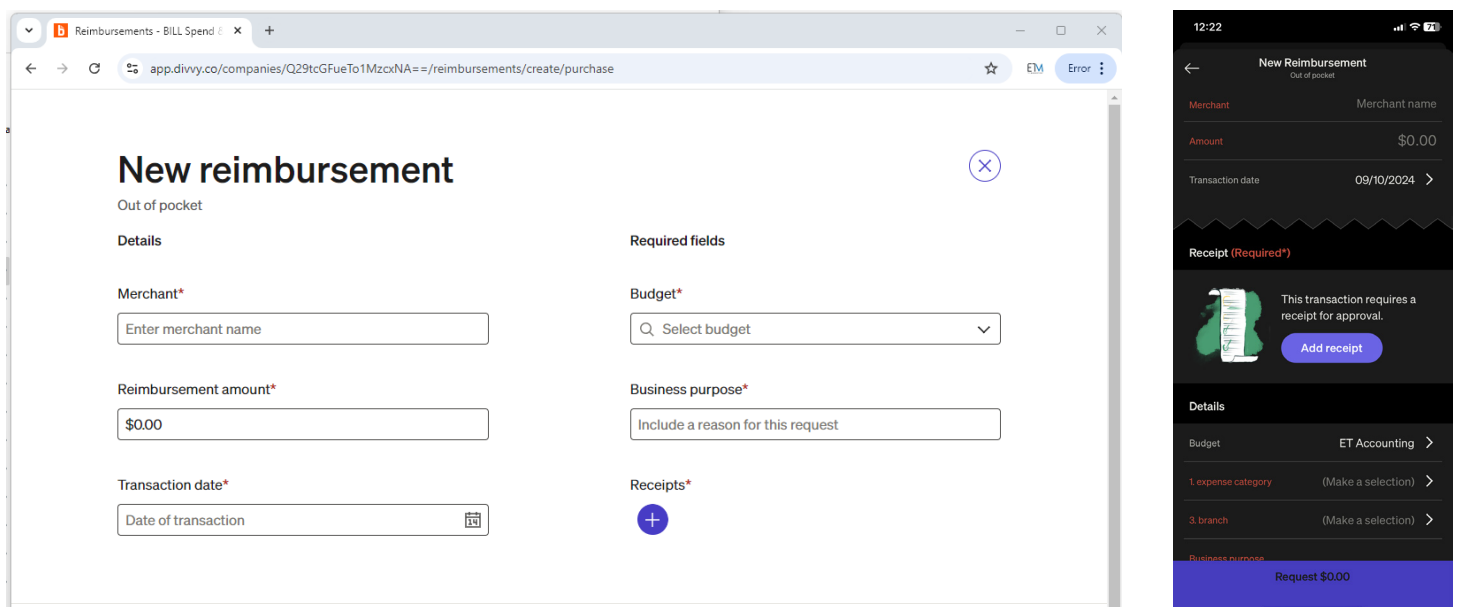


There is then a menu with 3 options for reimbursement. This menu is available on the desktop when clicking on the 'New Reimbursement' button at the top right of the screen. These 3 options are: Out of Pocket, Mileage from Maps, and Mileage Manual Entry. Select one of these three to continue.



## OUT OF POCKET:

This is for any expense excluding mileage. Fill out all the required fields, upload or take a picture of your receipt, and then click request. Screenshots and email confirmations are acceptable if a paper/digital receipt is unavailable.



## MILEAGE FROM MAPS:

Fill out all the required fields. This option will calculate the mileage for you automatically, simply enter the Start and End Address.

The screenshot shows a web browser window with the URL `app.divvy.co/companies/Q29tcGFueTo1MzcwNA==/reimbursements/create/mileage/maps`. The page title is "New reimbursement" with a subtitle "Mileage - from maps". The form is divided into two main sections: "Details" and "Required fields".

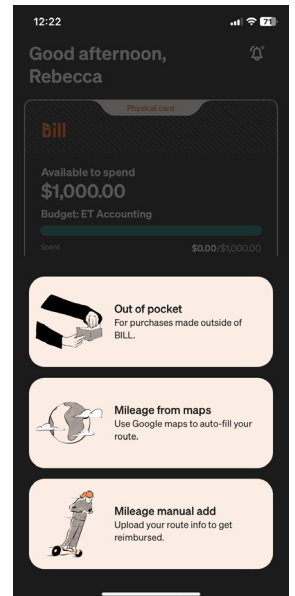
**Details:**

- Route\***: Two input fields for "Start address" and "End address", with an "Add stop" button between them.
- ☐ Round trip
- Distance\***: An input field showing "0 Miles".
- Trip date\***: A date picker showing "Select a date..."

**Required fields:**

- Budget\***: A dropdown menu with "Select budget".
- Business purpose\***: A text input field with the placeholder "Include a reason for this request".

At the bottom, it says "Reimbursement total: \$0.00" and a "Request" button.



## MILEAGE MANUAL ADD:

Fill out all the required fields, and attach a document with the detailed route.

The screenshot shows a web browser window with the URL `app.divvy.co/companies/Q29tcGFueTo1MzcwNA==/reimbursements/create/mileage/manual`. The page title is "New reimbursement" with a subtitle "Mileage - manual". The form is divided into two main sections: "Details" and "Required fields".

**Details:**

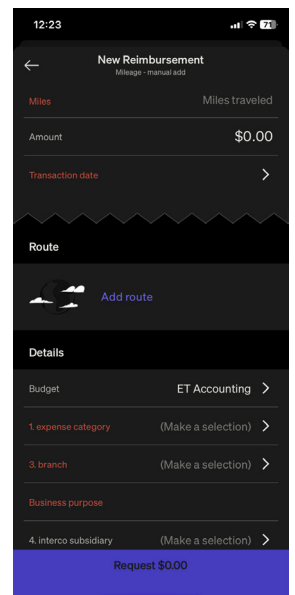
- Trip date\***: A date picker showing "Select a date..."
- Distance\***: An input field showing "0 Miles".

**Required fields:**

- Budget\***: A dropdown menu with "Select budget".
- Business purpose\***: A text input field with the placeholder "Include a reason for this request".

**Attach route**: A button with a "+" icon to attach a document.

At the bottom, it says "Reimbursement total: \$0.00" and a "Request" button.



# FAQs

**How do I view the status of my transaction in BILL Spend & Expense?**

<https://help.bill.com/direct/s/article/5887314>

**How do I upload receipts in BILL Spend & Expense?**

<https://help.bill.com/direct/s/article/5491969>

**How do I request funds as a budget member in BILL Spend & Expense?**

<https://help.bill.com/direct/s/article/1963018>

**Other questions? Please visit bill's help page:**

<https://help.bill.com/direct/s>

# Expense Categories

<b>Aircraft - Airport Fees</b>	Only for costs associated with company owned planes
<b>Client - Entertainment</b>	Client entertainment such as sporting event tickets, golf outings, and theater tickets. Drinks with clients is considered a client meal expense, not entertainment.
<b>Client - Gifts</b>	Include holiday, thank you, birthday, and special occasion gifts for specific clients. A complete list of each client name and their company name must be provided to Accounts Payable. Based on IRS rules (Pub 463), deductions are limited to \$25 per person per tax year.
<b>Client - Meals</b>	Meals and/or drinks for both a specific client and employee when meeting to discuss business. Due to taxing issues, also includes meal expense while meeting with or interviewing a potential employee candidate. Client name and their company name must be provided per IRS rules.
<b>Computer - Software Expense</b>	Purchases of software programs that cost less than \$500.
<b>Computer - Software Subscriptions</b>	Re-occurring periodic expenses for computer program services on a monthly, quarterly, or annual basis.
<b>Computer - Supplies</b>	Expenses for computer/printer related supplies, i.e. cables, power strips, & printer toner.
<b>Conferences &amp; Conventions</b>	Registration fees to attend business-related conferences, conventions
<b>Consulting &amp; Professional</b>	Includes consulting, real property inspections, and other fees charged by independent firms/contractors.

<b>Donations</b>	Contributions made to recognized charitable organizations, i.e., 501(c)(3) per IRS rules.
<b>Dues - Association Dues</b>	Dues paid to professional associations or civic organizations, i.e. Chambers of Commerce, Realtor associations, & lender associations.
<b>Dues - Country Dues</b>	Dues paid to country clubs, does not include additional charges for meals or golf these are to be separated and categorized to employee/client meals or client entertainment.
<b>Dues - Subscriptions</b>	Payments for magazines/newsletters for other periodical subscriptions
<b>Dues - Title Trade Dues</b>	Dues paid to title trade organizations, i.e. LTAC, TLTA, Land Title Association.
<b>Employee - Continuing Education</b>	Elective business-related seminars, workshops, and other training attended by employees.
<b>Employee - Gifts</b>	Based on IRS rules, deduction limited to \$25 per person per tax year.
<b>Employee - Meals</b>	Employee meals when traveling for business and while dining out with other employees for business purposes.
<b>Employee - Mobile Phone</b>	Cell phone and iPad charges for business purposes.
<b>Employee - Recruiting</b>	Advertisement in publications or on the internet for vacant positions.
<b>Employee - Welfare</b>	Company-sponsored and company-mandated training of a motivational or team-building nature for educational purposes. Also includes parties & morale-boosting events for employees.



## **Facilities - Janitorial Expense**

Office cleaning services including carpet & window cleaning. Cleaning supplies to be categorized to Office - Supplies.

## **Facilities - Moving Expense**

Moving expenses associated with relocation or closure of offices.

## **Facilities - Office Lease**

Office lease expenses paid to landlord. A lease agreement needs to be on file with Legal & Accounting.

## **Facilities - Repairs and Maintenance**

Repairs and maintenance of office facilities not included in the lease agreement. Includes separately billed pest control, locksmith, repairs and inspections of a security alarm system, snow removal, etc

## **Facilities - Storage Unit**

Storage unit rental. A lease agreement needs to be on file with Legal & Accounting.

## **HOA/Resale Package**

Must include file number in the description.

## **License and Permits Expense**

Includes annual report filings, business licenses, notary license fees, and license fees for brokers, agents, producers.

## **Marketing - Advertising**

Advertisements placed in newspapers, magazines, newsletters, directories, yellow pages, and on TV, radio or the internet that are designed to increase business. Includes sponsorships where the company logo is being used.

## **Marketing - Database Leads**

Includes fees for property information purchased such as the Leads to Loans program, and any package of property or customer lists.

## **Marketing - Hosting Continuing Education Classes**

Includes meeting room rental, speaker fees, materials, give aways, food and refreshments for a company-sponsored continuing education class.

## **Marketing - Material and Services**

Pre-Printed items designed to increase business, i.e. pens, shirts, mugs, signs that have the company name or logo. Also includes food taken to client offices.

## **Marketing - Printing**

Customized printing items, i.e. business cards, envelopes, flyers.

## **Mileage - For Reimbursements Only**

Reimbursement for the use of employee automobile for company-related business.

## **Office - Equipment Expense**

Purchases of office equipment, i.e. fax machines, printers, TVs.

## **Office - Postage**

US postage stamps and postage meter refills.

## **Office - Scanning**

Scanning, indexing and storage of documents on microfilm or other electronic medium.

## **Office - Supplies**

Office supplies including paper, envelopes, pens, cleaning supplies, office snacks & beverages.

## **Title - Information Purchased**

Public access to court electronic records, bankruptcy and foreclosures documents, and title search and abstract fees.

## **Title - Plant Access Fixed**

Fixed charges for title plant access. Includes monthly title plant subscription paid to a Clerk & Recorder to have funds on account for data and images.

## **Travel - Airfare & Airline Expenses**

Airfare and other associated costs, i.e. baggage charges.

### **Travel - Auto Fuel**

Fuel for company owned/leased vehicles and rental cars while traveling.

### **Travel - Auto Rental**

Car rental fees as well as charges for taxis and other ride sharing transportation.

### **Travel - Auto Repairs and Maintenance**

Repairs and maintenance for company-owned autos. Includes car washes.

### **Travel - Ground Transportation**

Charges for taxis, shuttles, limousines, and other ground transportation services such as Uber and Lyft.

### **Travel - Lodging Expense**

Hotel & related charges for employee travel.

### **Travel - Parking**

Parking expenses incurred for employee business travel.

### **Utilities - Internet Service**

Monthly charges for internet service, include the service period dates.

### **Utilities - Telephone Service**

Monthly charges for telephone service, include the service period dates.

### **Utilities - TV Service**

Monthly TV services including cable, satellite, and streaming services, include the service period dates.

### **Website Expense**

Website design, maintenance, and domain name registration expenses.

# Guidelines for Reimbursements

## **BUSINESS EXPENSE REIMBURSEMENT POLICY**

Business expenses will be reimbursed when an individual (employee or independent contractor) paid for the expense from personal funds. This policy establishes the three components required for reimbursement of business expenses:

- Reasonable business expense
- Substantiation of the expense with receipts and expense report
- Approval of the expense

Reimbursement as a nontaxable payment can be made as long as the expense:

- qualifies as an allowable and reasonable business expense
- all substantiation and receipt requirements are met
- all business meals and entertainment expenses are paid by the most senior staff member in attendance
- expenses do not exceed the individual's spending limits

## **ALLOWABLE BUSINESS AND TRAVEL/ ENTERTAINMENT EXPENSES**

Allowable business expenses will be reimbursed if an individual paid the expense from personal funds. Allowable business expenses should be necessary, reasonable, and appropriate expenses incurred for the primary benefit of the company.

## **SUBSTANTIATION AND ORIGINAL RECEIPTS**

In order for a business expense to be approved and reimbursed, it must be properly substantiated. Original receipts are required for all expenditures. The original merchant receipt or invoice issued by the supplier or service provider to document and substantiate the business transaction. A digital image of the original receipt is allowable if it is legible, and the paper receipt is destroyed. The total on the receipt must match the amount charged, including any tip. Itemized receipts should be provided when available.

## **APPROVAL AND REIMBURSEMENT**

For each business expense reimbursement being requested, the valid business purpose of the expense must be stated, and approval from the individual requesting the reimbursement's direct manager or supervisor will be needed

## DEADLINE TO SUBMIT EXPENSE REIMBURSEMENT REQUESTS AND DOCUMENTATION

### Expense Reimbursement Deadlines

To be reimbursable, business expenses must be properly substantiated and submitted within certain time limits.

The company has adopted an “accountable plan,” which allows it to reimburse properly substantiated business expenses without including the reimbursement in the taxable income of the individual incurring the expense. “Accountable plan” standards established by the Internal Revenue Service (“IRS”) require that the expense must be an “ordinary and necessary expense” of operating a business, must be substantiated in writing within a “reasonable time” of the incurrence of the expense, and that all unsubstantiated amounts advanced must be returned within a “reasonable time.”

The company encourages that reimbursable business expenses be substantiated within 30 days after the expense is incurred. Expenses incurred in advance of a trip, conference, or event should be substantiated within 30 days of purchase (e.g. airfare, conference fees, registration fees, advance deposits, etc.).

In order to comply with IRS requirements, the company has adopted the IRS standards for establishing reasonable time limitations for determining the tax treatment of reimbursements, as follows:

- If substantiation for the reimbursement is submitted within 60 calendar days of when the expenses were incurred, and if all other requirements of the company Business Expense Policy are met, the reimbursement will be treated as a nontaxable reimbursement of an the company business expense.
- If substantiation occurs more than 60 calendar days after the expenses were incurred, the expense reimbursement request must include an explanation for the delay. At the discretion of the Management Team, reimbursement requests beyond the 60-day limit may be approved, and the reimbursement will be reported to the IRS as taxable income paid to the individual.

## **RECEIPTS**

All reimbursement expenses must have a receipt attached per IRS requirements.

The total on the receipt must match the amount charged, including any tip.

If a printed receipt is not available, a screen shot may be attached.

It is preferable that receipts be attached with the top of the receipt on top of the scan (right side up).

Employee/client meal receipts should include the itemized receipt to confirm number of attendees, not just the total amount charged.