

Reimbursement Expenditure-Distribution Examples

Example 1

There are 5 purchases by Fred amounting to \$167.53 during the Q1 reporting period. Fred was paid back the money in the Q2 reporting period.

Q1 Report: 5 distribution (D) records (fields 14 – 17 are blank) totaling \$167.53

Q2 Report: – 1 expenditure (E) record with \$167.53 in field 18
5 Related Expenditure-Distribution (R) records

Example 2

There are 5 purchases by Fred amounting to \$167.53 during the Q1 reporting period. Fred was paid back the money in the Q1 reporting period.

Q1 Report: 1 expenditure (E) record with \$167.53 in field 18
5 distribution (D) records (fields 14 – 17 are supplied) totaling \$167.53

Example 3

There are 3 purchases by Fred during Q1 and 2 purchases by Fred during Q2, amounting to \$167.53. Fred was paid back the money in the Q2 reporting period.

Q1 Report: 3 distribution (D) records (fields 14 – 17 are blank)

Q2 Report: – 1 expenditure (E) with \$167.53 in field 18
2 distribution (D) records (fields 14 – 17 are supplied)
3 Related Expenditure-Distribution (R) records