


# Monthly Branch Activity Report

Exchange Rate \_\_\_\_\_ 

Branch # \_\_\_\_\_

## Accountable Reimbursable Business Expenditures

**\*\*\*\*\*DOCUMENTATION MUST ACCOMPANY THIS REPORT\*\*\*\*\***

List totals for all expenditures in each category.

### Section 1

1. **Meals** (document on travel report) .....\$\_\_\_\_\_ (551...R)
2. **Hotels** (document on travel report; **MUST** submit receipts) .....\_\_\_\_\_ (552...R)
3. **Office Expense** (printing, postage, rent, supplies, etc.) .....\_\_\_\_\_ (553...R)
4. **Business Calls (NOT** monthly service or personal calls).....\_\_\_\_\_ (554...R)
5. **Field Supplies** (Business related supplies).....\_\_\_\_\_ (556...R)
6. **Educations/Training** (tuition, books, conferences — adults only).....\_\_\_\_\_ (559...R)
7. **Commercial Transportation** (bus, taxi, plane, train, rental car) .....\_\_\_\_\_ (560...R)
8. **Parking & Tolls** (parking, bridges, turnpikes) .....\_\_\_\_\_ (561...R)
9. **Business Miles** (submit mileage log) .....\_\_\_\_\_ (562...R)
10. **Business Entertainment** (document on travel report) .....\_\_\_\_\_ (564...R)
11. **Purchase/Renew Visa, FM3 or Passport** (WIM employees only) .....\_\_\_\_\_ (565...R)
12. **Reimbursable Business Expenditure Not Listed** (describe in detail) .....\_\_\_\_\_ (5\_\_...R)

.....  
 13. **TOTAL Reimbursable Business Expenditures this month** .....\_\_\_\_\_

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### Section 2

### Estimated Cost Expended in Fund Raising

Total Hours of Business Related Work (a)	Total # of Work Hours (a) Spent on Fund Raising (b)	% of hours For Funding vs. Total $c = (b/a \times 100)$ (c)

Total Business Expenditures (line 13) (a)	Total % of expenditures used for Fund raising (b)	Funding Cost $c = a \times (b/100)$ (c)
\$ _____	\$ _____	\$ _____

**Branch Signature** \_\_\_\_\_ **Month** \_\_\_\_\_, 20\_\_

*By typing your name in this space you are authorizing WIM to accept this as your digital signature. Scans of official receipts and the mileage/entertainment/travel log must be included before this report is valid. In lieu of scans, the original receipts may be mailed to the office.*