

External Expense Summary Sheet Instructions

Reimbursable expenses for contractors working at client sites must be sent to expenses@addisongroup.com with all the required criteria fulfilled to be properly processed for billing and reimbursement through your paycheck. Please follow the following processes:

1. [Open the Addison Expense Summary Excel Spreadsheet](#)
2. Fill in as many rows as needed. Please:
 - List each expense separately
 - Choose the type of expense from the dropdowns available.
 - Briefly describe the reimbursable expense
 - Ensure the amounts are in US dollars (\$)
3. Print, sign, and scan the document or save it as a PDF
4. Include receipts and/or expense support for each line item on the **Expense Summary Sheet**. Mileage does not need a receipt, but it is preferred to include a map of the route with the miles noted.
5. You **MUST** get **client manager approval** for reimbursable expenses. Please either have the client manager sign the completed **Expense Summary Sheet** physically or include an email approval.
6. Email your signed and approved expense form as a PDF to expenses@addisongroup.com

IMPORTANT: Expenses must be sent by Tuesday 3 p.m. Central Time for reimbursement to appear on your Friday paycheck. All the criteria above must be met to process payment. Expenses must pass an internal quality review. If the submission is incomplete or received after the deadline, reimbursement will be processed the following Friday. For any incomplete submissions, the Addison back office support team will request the missing data from you via email and will not process the reimbursement until all items have been received and the submission has passed our internal quality review.

Please reach out to expenses@addisongroup.com with any questions or assistance.