



New Expense Report for Pastors and Conference Personnel

NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS

iPhones/Android • Download the PowerApps from the iTunes store/Google Play



NCC Monthly Expense Submit Month

Calendar 7

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Tuesday, January 1, 2019

Internet Internet Receipt

Tap or click to add a picture

phone Phone Receipt

Tap or click to add a picture

Choose each day individually and see screen shots (right).

Tuesday, January 1, 2019

Submit

ShortDescription

ChooseOption Choose the option (see right) for each individual day.

DailyActivity

Describe activity if needed

Notes

PerDiem Mileage

No PerDiem

Choose the option (see right) for each individual day.

SpecialMileage

ChooseOption v

- Worked
- DayOff
- Vacation
- Holiday
- SickDay
- ChooseOption

PerDiem with S v

- PerDiem
- PerDiem Overnight
- No PerDiem
- PerDiem with Spo

Information below this blue bar is for trips that MUST have prior approval before traveling.

Everything Below Requires Approval

Airfare Airfare Receipt

Tap or click to add a picture

Lodging Lodging Receipt

Tap or click to add a picture

CarRental CarRental Receipt

Tap or click to add a picture

CarRentalFuel CarRentalFuel Receipt

Tap or click to add a picture

Questions?
 E-mail it@nccsda.com.

Toll Toll Receipt

Tap or click to add a picture

Taxi Taxi Receipt

Tap or click to add a picture

Parking Parking Receipt

Tap or click to add a picture

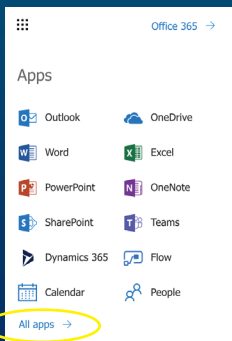
Entertainment Entertain Receipt

Tap or click to add a picture

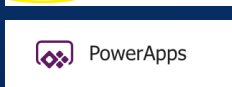
ALSO AVAILABLE ON THE COMPUTER:



Choose "All apps" from the menu.



Choose "PowerApps" from the list.



Choose "NCCExpense" from the "Shared with me" tab or "Recent apps."

