How to Report Reimbursements and Credit Card Payments:

When reporting a reimbursement to an individual or reporting a credit card payment, detail the transaction in the following two-step process:

**Step 1 – Select “REIMB” (Reimbursement):**

Disclose the payee information under the Purpose Code “REIMB” (Reimbursement) for those reimbursements to individuals or payments for credit card expenditures. When selecting the “REIMB” the following directions will appear:

1. Provide the date the reimbursed person or credit card payment was paid.
2. Select the purpose code “REIMB” (Reimbursement).
3. Enter the amount reimbursed.
4. Provide the complete name and address of payee (e.g., Gary Government; Visa).
5. Select payment method from the drop-down menu.
6. **For payment by check:** If the payment is by check, enter the check number in the “Check#/Ref#” box (e.g., #123).
7. **For payment by credit card, debit card, etc.:** If the payment is by a method other than check (e.g., credit or debit card, PayPal, wire transfer etc.) create a reference item and/or number (e.g., Debit 1, Credit 1, PayPal 1, etc.) and enter it in the “Check#/Ref#” box. This item and/or number will be used in R-DET to provide specific details of the reimbursement or credit card payment.
   
   The reference item and/or number you create can be any combination of letters and numbers but must clearly link the payee and vendor.

8. Save this reimbursement transaction.
Step 2 - Select “R-DET” (Reimbursement Detail):

Once the reimbursement entry has been saved, additional detail must be provided under the code **R-DET (Reimbursement Detail)**. This code provides detail but does not impact the balance.

1. Provide the date the vendor was paid.
2. Select the purpose code **“R-DET” (Reimbursement Detail)**. The “Amount” and "Method" fields will automatically be blanked out.
3. Provide the complete name and address of the vendor.
4. **For payment by check**: If the payment method is by check, enter the check number and add an R after the check number (e.g., 123R) in the “Check#/Ref#” box.
5. **For payment by credit card, debit card, etc.**: If the payment is by a method other than check, (e.g., credit or debit card, PayPal, wire transfer, etc.) add an “R” after the reference item and/or number you created and enter it in the “Check#/Ref#” box (e.g., Credit 1R, Debit 1R, PayPal 1R, etc.) Provide reimbursement detail using the same reference item and/or number for each expenditure.

   The reference item and/or number you created in Step 1 must clearly link the vendor with the payee in Step 2.

6. In the “Explanation” field provide the amount for each vendor with the word “Memo” in front of it along with the payee name.
7. Save this reimbursement transaction.
Software Screen: Schedule F Reimbursement Detail #1

New York State Board of Elections
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SCHEDULE F - EXPENDITURES/PAYMENTS

<table>
<thead>
<tr>
<th>Filing Year</th>
<th>Filer ID</th>
<th>Cut Off Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>A12345</td>
<td>07/11/2014</td>
<td>07/15/2014</td>
</tr>
</tbody>
</table>

* Date Paid: 05/01/2014
* Purpose Code: R.DET (Reimbursement Detail Item)

Amount: [Field]
Payee Name: The Printing Company
Method: [Field]
Street: 195 Broadway
City: Albany

Explanation (Required if purpose code is "Other"):
Memo $750
Lawn signs
Software Screen: Schedule F Reimbursement Detail #2
Unitemized Reimbursements

Individual expenses $49.99 and under do not require itemization. To report an unitemized reimbursement, select purpose code “R-DET” (Reimbursement Detail) and check the box “unitemized”. All fields will automatically be blank except for the explanation field. Use the word “memo” with the unitemized balance. (e.g., Memo: $100 total unitemized).
Check Your Entries

After saving reimbursement and reimbursement detail items, check your work on the transaction screen.

For example, in the transaction screen, you can see a reimbursement of $1000 via check #123, with the reimbursement detail amounts indicated by check #123R. The amounts indicated in the explanation field in R-DET must add up to the total transaction shown in the reimbursement purpose code.

Transaction Screen

<table>
<thead>
<tr>
<th>DATE PAID</th>
<th>PAYEE NAME</th>
<th>FULL ADDRESS</th>
<th>PURPOSE CODE</th>
<th>PMT METHOD</th>
<th>CHECK #</th>
<th>AMOUNT</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2014</td>
<td>Gary Government</td>
<td>12 State Street, Albany, NY 12207</td>
<td>REIMB</td>
<td>CHK</td>
<td>123</td>
<td>$1,000.00</td>
<td>REIMBURSEMENT Lawn Signs, Stamps and Small Miscellaneous Campaign Expenses</td>
</tr>
<tr>
<td>05/01/2014</td>
<td>The Printing Company</td>
<td>195 Broadway, Albany, NY 12207</td>
<td>R-DET</td>
<td></td>
<td>123R</td>
<td>$0.00</td>
<td>MEMO $750 Lawn Signs</td>
</tr>
<tr>
<td>06/01/2014</td>
<td>US Post Office</td>
<td>509 Mail Drive, Albany, NY 12207</td>
<td>R-DET</td>
<td></td>
<td>123R</td>
<td>$0.00</td>
<td>MEMO $150 Stamps</td>
</tr>
<tr>
<td>07/11/2014</td>
<td>UNITEMIZED</td>
<td></td>
<td>R-DET</td>
<td></td>
<td>123R</td>
<td>$0.00</td>
<td>MEMO $100 Total Small Expenses for the Report Period</td>
</tr>
</tbody>
</table>