Accountable Plan

Monthly Expense Report

Recurring monthly log to substantiate expenses reimbursed under the Accountable Plan. Submit monthly. All expenses must be substantiated within 60 days of being paid or incurred. Retain original receipts.

Report Details

Employee / Owner Name:

Company Name:

Report Month / Year:

Report Submitted On: *(must be within 60 days)*

Expense Log

#	Date	Category	Vendor / Description	Amount ($)	Business Purpose	Receipt (Y/N)	Reimbursed (Y/N)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
	Total: $						

Certification

I certify that the expenses listed above were incurred for legitimate business purposes on behalf of the Company, that all expenses are properly documented, and that this report is submitted within the required substantiation period.

Employee / Owner Signature:

Date:

Approver Signature:

Date:

Print Name:

Title:

Expenses must be submitted within 60 days of being paid or incurred to qualify for the "fixed date" safe harbor substantiation rule.

Disclaimer: The information in this document is for compliance recordkeeping purposes only and does not constitute tax, legal, or financial advice. Clients should consult with their own tax advisors to confirm how these rules apply to their individual circumstances. This is not a promise of qualification or a guarantee of specific outcomes.