

Expense Reimbursement Form



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[Reimbursement Form Template](#)

Employee Name:
 ID:

Expense Period
 From:
 To:

Manager Name:
 Department:

Business Purpose:

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Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
2/4/14	Lunch PHX airport		18.02
2/4/14	US Air bag check		25.00
2/4/14	GoGo Internet		12.00
2/4/14	Tower Parking (Ann Pearson's car)		17.00
2/9/14	US Air bag check		25.00
2/9/14	GoGo Internet		12.00

SUBTOTAL \$ 109.02

Note: Mileage reimbursement for personal car = \$0.XX/mile

Less Cash Advance
 TOTAL REIMBURSEMENT \$ 109.02

Don't forget to attach receipts!

Jeanne Pelletier

Employee Signature _____ Date _____

Approval Signature _____ Date _____

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