



**EXPENSE REIMBURSEMENT FORM**

Today's Date					
Name/Payee					
Reason for Expense					
<b>ITEMIZED EXPENSES</b>					
Check one: <input type="checkbox"/> Receipts attached <input type="checkbox"/> Receipts already mailed <input type="checkbox"/> Receipts will be mailed on					
<b>Date Incurred</b>		<b>Item</b>		<b>\$ Amount</b>	<b>GL Account</b>
<b>Total Amount</b>					
Approved by			Date Approved		



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