

EMPLOYEE BUSINESS EXPENSE REIMBURSEMENT REQUEST

Date \_\_\_\_\_

**Professional Expense**

Laundry & Cleaning ----- .

Lodging ----- .

Meals ----- .

Entertainment ----- .

Office Operations & Supplies ----- .

Religious Material ----- .

Seminars, Conferences, & Dues ----- .

Books ----- .

Telephone ----- .

Other ----- .

**Automobile Expenses**

\_\_\_\_\_ miles x .345 per mile ----- .

Washing & Polishing ----- .

Parking ----- .

**OR Actual Expenses:**

Gas ----- .

Insurance & Auto Club ----- .

License ----- .

Tires, Batteries, & Repair ----- .

Depreciation ----- .

Total ----- .

LESS Reimbursement from \_\_\_\_\_ ----- .

LESS Reimbursement from \_\_\_\_\_ ----- .

Total ----- .