EXPENSE REIMBURSEMENT FORM

For submitting out-of-pocket expenses. List each expense, attach receipts, route for approval.

Employee ______________________ **Department** ______________________

Manager / approver ______________________ **Date submitted** ______________________

Date	Expense description	Category	Amount

Categories: Airfare · Lodging · Meals & tips · Ground transport · Fuel / mileage · Parking & tolls · Supplies · Phone / internet · Entertainment · Other

TOTAL DUE ______________________

Receipts attached: [ ] yes [ ] no — required for lodging and any single expense of $75 or more (IRS accountable-plan rules). Submit within your company's deadline; the IRS treats 60 days as a reasonable outer limit.

______________________ ______________________

Employee signature / date   Approved by / date