



**EXPENSE REPORT/REIMBURSEMENT FORM**

Employee Name

Full Mailing Address

Preferred Email

Preferred Phone

School/Location

Date

Approved Purchase Order # in Procurify

Is this an Educational/Tuition Reimbursement request?

Attach all original receipts or invoices in support of expenses.

Date of Expense	Vendor	Description	Office Supplies	Parking	Meals	Other	Miles	Per Mile	Total Mileage
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
								0.725	-
<b>TOTAL</b>			\$ -	\$ -	\$ -	\$ -		0.725	\$ -

**GRAND TOTAL** \$ -

I hereby certify that the above is true statement of expenses incurred.

Employee Signature & Date

Approver's Signature & Date