

EXPENSE REIMBURSEMENT FORM

Note: All requests must be accompanied by receipts. All areas below must be completed. All forms subject to management approval.

Note: Checks are cut every payday. Receipts and forms must be submitted by Tuesday before pay day in order to be paid on payday Friday.

Date of Expense	Vendor Name	Amount	Job Name and Number

Employee Name

Date Submitted: _____

Employee Signature