

**Expense Reimbursement Request**

Name				Week Ending	Business Purpose of Expenses			
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date								
From								
To								
Business Miles Driven	\$							
Airfare								
Bus, Limo or Taxi								
Parking								
Tips								
Auto Rental								
Auto Rental Fuel								
Tolls								
Personal Car Mileage								
Lodging Room & Tax								
Phone/Fax								
Internet - Email								
Breakfast								
Lunch								
Dinner								
Postage								
Office Supplies								
Dues & Subscriptions								
**Other (Detailed Below)								
**Other (Detailed Below)								
**Other (Detailed Below)								
**Other (Detailed Below)								
Total Expenses								
AIRFARE AND CAR RENTAL						ALL ORIGINAL RECEIPTS MUST BE ATTACHED		
Date	Airline / Car Rental	From, To, To etc.	Charge/Refund			Temporary Advance		
						Total to be reimbursed		
Date	Details of Expenditures Marked Other **							Amount
Signature of Requestor			Date	Authorized Approval Signature				Date