



Date Prepared

<input type="checkbox"/>	Send Check Regular Mail (no charge)
<input type="checkbox"/>	FedEx Standard Overnight (\$15.00)
<input type="checkbox"/>	Hold Check for Pickup
<input type="checkbox"/>	Other _____

Other Instructions

BUSINESS EXPENSES (list each expense individually)

Date	Type of Expense	Business Purpose	Method of Payment	Account		Amount
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				<input type="checkbox"/> Marketing	<input type="checkbox"/> General	
				Total from Additional Page		
				BUSI NESS EXPENSES TOTAL		

MEAL EXPENSES (list each expense individually)

Date	Business Purpose of Meal	Where held (restaurant, etc)	List Attendees	Method of Payment	Account	Amount
					<input type="checkbox"/> Marketing <input type="checkbox"/> General	
					<input type="checkbox"/> Marketing <input type="checkbox"/> General	
					<input type="checkbox"/> Marketing <input type="checkbox"/> General	
					Total from Additional Page	
					MEAL EXPENSES TOTAL	

LOCAL AUTO MILEAGE & PARKING & TOLLS (list each expense individually)

Date	From	To	Total Miles	\$0.55/ Mile	Parking & Tolls	Business Purpose	Account	Amount
							<input type="checkbox"/> Marketing <input type="checkbox"/> General	
							<input type="checkbox"/> Marketing <input type="checkbox"/> General	
							<input type="checkbox"/> Marketing <input type="checkbox"/> General	
							Total from Additional Page	
							LOCAL TRAVEL TOTAL	

TOTAL BUSINESS EXPENSE REIMBURSEMENT

Accounting Use Only	
Date Received	
Check #	
Check Date	