|  |
| --- |
| Business Expense Reimbursement |
|  |
| Company Name:  |  | Expense Period |
| Employee Name:  |  | From | To |
| Department:  |  |  |  |
|  |
| Date | Description | Category | Amount Paid |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Subtotal: |  |
| Advance Payment: |  |
| Total Reimbursement: |  |
|  |  |  |  |
| Employee Signature |  | Date |  |
|  |  |  |  |
| Approval Signature |  | Date |  |
|  |  |  |  |
| Notes: |  |  |  |
|  |
|  |
| \*Don’t forget to attach receipts\* |