

| | | | |
|----------|--|---------------|-------------|
| Company: | | From (MM/DD): | To: (MM/DD) |
| Name: | | | |

| |
|----------------|
| Date Prepared: |
|----------------|

Note: Receipt required for all expenditures of \$10 or more. Itemized receipts are required for all lodging and phone expenditures. Details of all entertainment expenditures, including meals, are required for IRS purposes. On next page include business purpose, attendees, location, and corresponding dollar amounts.

| Date (MM/DD) | Item No. | Nature of Expense | Transportation | Lodging | Meals: | Entertainment: | Phone: | Other: | Total: |
|--------------|----------|-------------------|----------------|---------|--------|----------------|--------|--------|--------|
| | 1 | | | | | | | | |
| | 2 | | | | | | | | |
| | 3 | | | | | | | | |
| | 4 | | | | | | | | |
| | 5 | | | | | | | | |
| | 6 | | | | | | | | |
| | 7 | | | | | | | | |
| | 8 | | | | | | | | |
| | 9 | | | | | | | | |
| | 10 | | | | | | | | |
| | 11 | | | | | | | | |
| | 12 | | | | | | | | |
| | 13 | | | | | | | | |
| | 14 | | | | | | | | |
| | 15 | | | | | | | | |
| | 16 | | | | | | | | |
| | 17 | | | | | | | | |
| | 18 | | | | | | | | |
| | 19 | | | | | | | | |
| | 20 | | | | | | | | |
| Sum: | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

Note: All reimbursement requests should be submitted within 45 days of expenditure. There will be a 10% penalty for expense request turned in between 46-90 days. Expenditures turned in beyond 90 days will not be reimbursed.

| | | | |
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|----------------|
| Date Prepared: |
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Note: Receipt required for all expenditures of \$10 or more. Itemized receipts are required for all lodging and phone expenditures. Details of all entertainment

| Date (MM/DD) | Item No. | Explain the purpose of the expense |
|-----------------|-------------|------------------------------------|
| | 1 | |
| | 2 | |
| | 3 | |
| | 4 | |
| | 5 | |
| | 6 | |
| | 7 | |
| | 8 | |
| | 9 | |
| | 10 | |
| | 11 | |
| | 12 | |
| | 13 | |
| | 14 | |
| | 15 | |
| | 16 | |
| | 17 | |
| | 18 | |
| | 19 | |
| | 20 | |