

EXPENSE REIMBURSEMENT

Reimbursement of Travel Expenses

<u>EMPLOYEE NAME</u>	<u>VENDOR NO.</u>	<u>TRIP REQUEST NO.</u>
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Please use this form in addition to the yellow copy of your Travel Reimbursement form to indicate what you are requesting for reimbursement **AFTER THE TRIP ONLY.**

Meal Reimbursement (attach meal reimbursement sheet)	\$	-
Parking expense (with receipt only)	\$	-
Gas expense (with receipt only)	\$	-
Other (with documentation and receipt)	\$	-
Other (with documentation and receipt)	\$	-
Other (with documentation and receipt)	\$	-
Other (with documentation and receipt)	\$	-

Grand total to be reimbursed to employee **\$ -**

Please write this amount on the yellow copy of your Travel Reimbursement form