



FISHER COLLEGE
Founded 1903

Expense Report for:

Employee Name: _____
 Department: _____
 Cost Center #: _____
 Date Submitted: _____

From: _____

Thru: _____

* * * Important * * *

Government regulation stipulates that expenses must be substantiated by receipts and that a legitimate business reason must be explained. Meals must include the persons attending and the business reason. Any unsubstantiated expenses must be taxed as income.

Item #:	DATE OF EXPENSE	DESCRIPTION OF EXPENSES	PEOPLE/PLACE/PURPOSE	PERSONAL CAR MILEAGE	CAR MILEAGE REIMBURSEMENT	BUSINESS MEALS	OTHER TRAVEL EXPENSES	NON-TRAVEL EXPENSE	GENERAL LEDGER ACCOUNT #	CREDIT CARD CHARGE Yes/No	RECEIPT ATTACHED ? YES/NO**
1					\$ -						yes
2					\$ -						
3					\$ -						
4					\$ -						
5					\$ -						
6					\$ -						
7					\$ -						
8					\$ -						
9					\$ -						
10					\$ -						
11					\$ -						
12					\$ -						
13					\$ -						
14					\$ -						
15					\$ -						
16					\$ -						
17					\$ -						
18					\$ -						
19					\$ -						
20					\$ -						
Total:				0	0	0	0	0			

If you wish to donate a portion of your reimbursement to the Fisher College Annual Fund Campaign, please check the box and indicate the amount of your donation. This amount will be deducted from your reimbursement.

Employee Signature: _____

Date: _____

Admin. Council Signature: _____

Date: _____

Total Expenses:	\$ -
less: Cash Advances	
less: Credit Card Charges	
Yes, I wish to Donate <input type="checkbox"/>	
= Cash due to (due from) Employee <input type="checkbox"/>	\$ -

**Expenses without receipts must be explained using the "Fisher College Missing Receipt Form"