



Employee Expense Reimbursement

Employee Name:

Location:

Business Purpose:

Itemized Expenses

DATE	DESCRIPTION	VENDOR NAME	COST

Total Reimbursement \$ -

Don't forget to attach receipts!

Employee Signature

Date

Approval Signature

Date

Policies

>Gavin is a tax exempt organization. Remember to use the tax exempt certificate. No taxes will be reimbursed.

>All expenses need to have supporting receipts to be reimbursed.

>Payment will be made to the staff member after the next scheduled Board of Education Meeting.

Business Office Use: Expense Account - _____