

GENERAL EXPENSE REIMBURSEMENT FORM

TO: _____
Name of Entity

FROM: _____
Your Name

RE: REQUEST FOR REIMBURSEMENT OF EXPENSES

During the month/quarter/calendar year (circle one) of _____, I, the undersigned, incurred the following expenses for such business purposes as previously approved and authorized by the entity. The expenses are as follows:

	<u>Description</u>	<u>Amount</u>
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____

Dated: _____, _____, _____

Total Expenses: _____

x Business Use % _____

Signature

= Reimbursement of: _____