

# 2023 Business Expense Reimbursements

Date of Request \_\_\_\_\_ Business Check Number: \_\_\_\_\_

Recipient \_\_\_\_\_

AUTOMOBILE\*: Parking & tolls .....

Operating and maintenance expenses .....

Miles (if reimbursed by standard mileage) \_\_\_\_\_ miles X \$0.655 per mile = \_\_\_\_\_

BUSINESS GIFTS\*\* .....

BUSINESS MEALS .....

Person Entertained: \_\_\_\_\_

Place, date & time: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

COMPUTER EXPENSES .....

CONTINUING EDUCATION .....

DUES & LICENSES .....

OFFICES SUPPLIES .....

POSTAGE .....

PROFESSIONAL PUBLICATIONS .....

TELEPHONE .....

TRAVEL .....

OTHER (Specify) \_\_\_\_\_

OTHER (Specify) \_\_\_\_\_

OTHER (Specify) \_\_\_\_\_

OTHER (Specify) \_\_\_\_\_

TOTAL REIMBURSEMENT: ..... \$                     

\* Auto expenses are reimbursed for operating and maintenance, or standard mileage, but not both. Business parking and tolls reimbursed in addition.

\*\* Business gifts limited to \$25.00 per recipient.

Attach all receipts to this voucher. File in an accessible place in the event of an audit.

I verify that all expenses listed above are eligible, business related expenses reimbursable to me.

\_\_\_\_\_  
(Employee Signature)