

## 2025 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 \_\_\_\_\_ \$0.700 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)