

2026 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	\$0.725 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)		
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)