

COMPANY ABC EMPLOYEE EXPENSE REIMBURSEMENT FORM

Employee Name J. Smith

Date Submitted April 6, 2019

Department Sales

Period Mar 1, 2019 - Mar 31, 2019

Authorized by D. Edwards

Per Mile Reimbursement \$0.40

Authorizer Job Title Sales Director

Total Reimbursement Due \$1,330.00

Date(s)	Description of Expense(s)	Airfare	Lodging	Car Rental / Taxi	Meals	Conferences	Misc. / Other	Mileage Reimb.	Receipt(s) Provided?	Total
3/1/19 - 3/31/19	Monthly mileage (150 miles; personal car only)							\$60.00	No	\$60.00
3/4/19	Massage at Oasis Spa						\$120.00		Yes	\$120.00
3/7/19 - 3/9/19	Overnight Business Trip to meet with Client XYZ	\$320.00	\$200.00	\$75.00	\$60.00				Yes	\$655.00
3/16/19	Sales Conference Registration Fees						\$200.00		Yes	\$200.00
3/19/19	Cocktails at Blue's Taven				\$70.00				No	\$70.00
3/26/19	Dinner at Joe's Grill with Client JKL				\$130.00				Yes	\$130.00
4/2/19	Day Business Trip to meet with Client TUV	\$200.00		\$45.00	\$30.00				Yes	\$275.00
	Subtotals:	\$520.00	\$200.00	\$120.00	\$290.00	\$0.00	\$200.00	\$0.00	Total:	\$1,330.00