PHILLIPS EXETER ACADEMY

REIMBURSEMENT FORM (INCLUDES TRAVEL REIMBURSEMENT)

Expenses must be submitted within 15 business days of trip/event

Refer to the instructions (Reimbursement Form Instructions) for completing this form on ExeterConnect

Person to	be rein	nbursed:		Voucher Date:Run Date:						
		filiate Name:		 ;						
(If Appli	cable)									
countries. complete t	These co	A to track costs sts must be cap equired Inform	NT-NEW IRS REQUIREMENTS!!!!! related to travel and purchases made in foreign otured on our annual Form 990, Schedule F. Please ation" to the right of this box. Instructions for	IRS Required Information: Domestic travel Foreign travel → Name of Country: ———————————————————————————————————						
completing	this forn	n are located at	the bottom of the form.							
				AMOUNT						
				NON-TRAVEL						
Date	Dept. Code (####)	Object Code	Reason for Expense	Non-Travel Amount	Personal Auto Mileage	Mileage Amount	Transportation (airfare, train, limo, cab, rental car and gas, tolls, parking and tips)	Lodging and meals (including tips)	Entertainment	
						0.00				
						0.00				
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								<u> </u>	Less Advances:	
Submitted by:									Balance Due/(Owed):	
Authorized signature:										
Advisor Signature: (ONLY FOR CLUB, DORM, STUDENT ADVISING EXPENSES)				<u> </u>						
Dean of Students Signature: (ONLY FOR CLUB, DORM, STUDENT ADVISING EXPENSES)										

For Finance Use Only

Voucher#

Vendor #:

Total

0.00

0.00

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00