

Expense Reimbursement Form

Accountable Plan — Monthly Home Office Reimbursement

Check Date: 2/5/2026

Check Number: _____

Pay To: Shawnta Grier

Phone: 405-500-2525

Address: 209 Jade Cv, Cibolo, TX 78108

	Expense Category	Amount
1	Mortgage Interest (not principal)	\$149.76
2	Escrow (taxes and insurance)	\$19.46
3	Utilities (electric, gas, water, trash)	\$52.25
4	Internet	\$10.42
5	Home Security	\$5.14
6	HOA Fees	\$9.50
7	Lawn Care	\$9.51
8	Cell Phone	\$31.75
9	Pest Control	\$4.75
TOTAL REIMBURSEMENT		\$292.54

Business Use Allocation: 28.5% of household costs for home office use

Reason: Reimbursement for monthly home office expenses allocated for business use per accountable plan.

Requester: _____

Date: _____

Shawnta Grier

2/5/2026

Approved By: _____

Date: _____

Marco Grier

2/5/2026