

# 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*