

2021 EXPENSE REIMBURSEMENT REQUEST

Employee: Please turn-in Expense Reimbursement Request sheet to your supervisor/property manager by the end of each month. Reimbursements are issued on paydates in an envelope with an circled R. Contact your supervisor/property manager if more than two pay periods have passed and you have not received your reimbursement. Keep a copy of the completed and signed form until you receive the reimbursement. Please ensure you sign the form.

Supervisor: After receiving this form from the employee; follow established procedures to submit the form and please ensure to sign below.

Name: _____

Job Title: _____

Request Date: _____

Date	Description	Odometer		Total Miles	Parking	Meals	Other Expenses
		Start	End				

Employee Signature: _____

Supervisor Signature: _____

Total Reimbursement	\$0.00
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Current Mileage Rate	0.560
Total Miles	0
Mileage Cost	\$0.00
Total Parking	\$0.00
Total Meals	\$0.00
Total Others	\$0.00

Additional Notes: