



EXPENSE REPORT &/or REIMBURSEMENT REQUEST

| | |
|------------------------------|---------------------------|
| Submitted By/ Payable To: | Phone: |
| Mail Check to: | Event / Type of expenses: |

BUSINESS EXPENSES / MEALS & ENTERTAINMENT / OTHER

ALL EXPENSES MUST BE PRE-APPROVED PRIOR TO INCURRING

- **A complete explanation of expense incurred is required, even when a Chapter credit/debit card was used to incur the charges.**
- When expenses are listed as entertainment or other, provide the following details:
 - Date, time and place where meals/entertainment furnished
 - Occupation, name, title of person, and name of company to whom meals/entertainment was furnished
 - Business purpose of meals/entertainment
- Receipt(s) are required for all business expenses and meals/entertainment

| Expense Date: (MM/DD/YYYY) | Explanation/Description | Reimbursement Amount: |
|---|-------------------------|--------------------------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| A) TOTAL AMOUNT OF EXPENSE REIMBURSEMENT | | \$ |

MILEAGE EXPENSES (Miles Traveled x x.xxx Per Mile – see current federal limits)

- A complete explanation of mileage expense incurred is required.
- When expenses are listed, the following details must be provided:
 - Date, Client's Name and Full Address
 - Beginning and Ending Odometer Readings
 - The total number of miles traveled

| | |
|---|-------------|
| B) TOTAL AMOUNT OF MILEAGE REIMBURSEMENT | \$ 0 |
|---|-------------|

APPROVAL – SIGNATURES REQUIRED **EXPENSE A + EXPENSE B =
TOTAL AMOUNT OF REIMBURSEMENT**

| | | |
|-------------------------------|--------------------------|-------|
| Submitted By: | | Date: |
| Approver's Name: (Printed) | Approver's Signature: | Date: |