

# Kids Unlimited of Oregon

## Expense Reimbursement Sheet

Employee/Volunteer Name: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Budget

Activity

Date	Explanation &/or purpose of expenditure <small>Receipts must be attached to the back of this form in order for check to be issued. Visa slips alone are not adequate (must be detailed receipt).</small>	Personal Auto Miles	Auto @ .55/mi or gas receipt	Other transportation	Business meals	Lodging	Supplies	Other	Total
<b>Totals</b>									
							Less Advance		
							Net Due		

Business Office Approval: \_\_\_\_\_

Director's Approval: \_\_\_\_\_

Submitted by: \_\_\_\_\_

*Approval should be requested prior to expenditure. Business office will verify receipts then issue reimbursement. Requestor must have supervisor's approval.*