Kids unlimited Academy

Kids Unlimited Academy				Employee/Volunteer Name:					
Expense	Reimbursement Sheet			Month/Year	:		☐ Budget	☐ Activity	
								,	
Date	Explanation &/or purpose of expenditure 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).	Personal Auto Miles	Auto @ .55/mi or gas receipt	Business meals	Lodging	Supplies	Other	Total	
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Totals							1		
Business Office Approval:							Less Advance Net Due	\$0.00	
Director's A	Approval:				-				
Submitted	by:				•				