



## EXPENSE REPORT

***\*MUST SUBMIT RECEIPTS WITH EXPENSE REPORT and BANK ACCOUNT INFORMATION FOR ELECTRONIC DEPOSIT\* The expense report must be received within 30 days of event for reimbursement. All approved refunds will be completed within 30 days of receiving all required information! We will charge \$1.25 if we are required to reissue a paper check, which will be subtracted from your reimbursement.***

Date	Description	Hotel	Mileage	Air Fare	Meals	Misc.	TOTALS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Please send in a picture of a deposit slip or voided check that includes routing # and account # for electronic deposit!

NOTES: \_\_\_\_\_