

TRAVEL REIMBURSEMENT CLAIM

****Other Travel includes incidentals for parking, taxi, etc.**

Detail of "OTHER TRAVEL" needed below dotted line.

TOTALS

DATE	VENDOR	ITEM*	COST	PURPOSE	PURCHASE ORDER #

5/2/2023

NON TRAVEL REIMBURSEMENT CLAIM

[illegible]

EMPLOYEE SIGNATURE	DATE	SUPERVISOR APPROVAL	DATE
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****Reimbursement forms are to be turned in on a monthly basis and within 30-days of the incurred expense in order to be eligible for reimbursement.****