



# Expense Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Claim:  
Please check all that apply

Medical

Travel

Reimbursement

## Travel

Departure	Destination	Mileage (Km x rate)	Total Payable
_____	_____	_____ X \$0.521	\$ _____
_____	_____	_____ X \$0.521	\$ _____

## Medical

Departure Date \_\_\_\_\_

Return Date \_\_\_\_\_

Type of Claim  
(i.e. Dentist) \_\_\_\_\_

## Reimbursement

Date	Type	Amount
_____	_____	_____
_____	_____	_____

**Total Due \$** \_\_\_\_\_

Signature: \_\_\_\_\_

*All forms must be accompanied by a receipt*

FOR OFFICE USE	
Date of Payment:	_____
Initial:	_____