

Pre-College Programs

Instructions for Employee Business Expense Reimbursement Form

Note: There is a **\$50.00** limit for reimbursement.

- 1) Original receipts must be **stapled** to separated sheets of paper.
PLEASE **DO NOT TAPE RECEIPTS.**
- 2) Fill in name, address, and telephone number.
- 3) Check the box “Reimbursement from Accounts Payable.” Your check will be mailed to the your address on file.
- 4) Print, sign and date the form.
- 5) Send or deliver the **original signed** form with receipts attached to Kerry Jo Bourns for reimbursement.
- 6) Kerry will complete the rest of the form.
- 7) You should expect your reimbursement in two-three weeks.