

Monthly Expense Report



- Submit 1 expense report per Payee.
- Expense must be submitted within 11 months of purchase/service.
- Submit expense for different plan on separate form.
- Claim all miles on a Monthly Mileage Report form.
- Expense Report **Due Tuesday by 12pm** to be paid out Friday.

Participant: _____ Representative: _____

Direct Deposit Mail Check (Payee/Address): _____

Receipts and Invoices **MUST BE ATTACHED** and in order by Date of Purchase/Service.

Date of Purchase	Dollar Amount	Description of Expense	Office Use Only	
			Amount Reimburse	SubX Code
Total	\$			

Representative Signature

Date

Office Use Only	Total Amount: \$	Approved By:	Date Approved:
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