



Misc. Expense Reimbursement Voucher

NAME _____ DATE _____

DEPARTMENT _____

ITEMS

AMOUNT

1. Uniform Expense (\$50 per calendar year) \$ _____

- a. If paid by employee furnish a receipt copy
- b. If payroll deducted furnish a copy of the check stub

2. Misc Supplies exp. \$ _____

- a. Pick up something for hospital
 - i. Receipts required

3. Other (please list below) \$ _____

a. _____
(Receipts required)

Total Expense \$ _____

Received in Advance \$ _____

Total Due \$ _____

Signature _____

Date _____

Approved _____

Date _____

Michael Huff, CEO

Statement of Policy

Expenditures should be supported by receipts. Expense voucher must be presented to Accounts Payable within 5 working days after expenses are occurred.
Expenses are reimbursed by the 10th and 25th of the month.