Artech Information Systems Expense Reimbursement Form

Employee Name: _____ Date: _____

SUMMARY

Total From This Page

Less: Company Prepaid _____

Total To Be Paid By Company _____

PERSONAL MILEAGE RECORD

DESCRIPTION	MILES	
Total:		

MISCELLANEOUS EXPENSE

TYPE	AMOUNT
Business Meals Total	
Total:	

SALES TRAINING/MEETING EXPENSE

DESCRIPTION	Hotel	Air/Rail	Misc
Total:			0.00

AIR, RAIL, AND AUTO RENTAL EXPENSES

DESCRIPTION	Air	Rail	Auto
Total:	0.00	0.00	0.00

Employee Signature: _____

All expenses reported are, to the best of my knowledge, qualified business expenses.

Supervisor Approval: _____

I have reviewed the Expense Report and to the best of my knowledge it is both accurate and complete.

Accounting Mgr. Approval: _____

Payroll Number: _____

Date Paid: _____

Check # _____

Modified 1/8/2010

Artech Information Systems, LLC

Relocation Expense Detail

Employee Name: _____ SOCIAL SECURITY #: #VALUE!

Date	Business Name	Detail	Purpose	Amount	Tip	Total
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
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						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
Total:			0.00	0.00		0.00

Modified 1/8/2010