Expense Reimbursement

If employee is set up with ACH payment (direct deposit)for payroll,
Expense Reimbursement will be processed as an ACH Payment to the primary account set up for payroll.

District Name: _____ **Payment #** _____

Name: _____ **Date:** _____

Address: _____

_____

****Original receipts must be included with claim****

Place of Purchase	Description	Budget Classification	Amount

Total Amount of Claim: _____

Signature Date

Approval Signature Date