

RIPE FOR HARVEST WORLD OUTREACH

2824 N. Power Rd. #113282
 Mesa, AZ 85215-1674

TRAVEL (OUT OF TOWN) EXPENSE REIMBURSEMENT REQUEST

Attach original receipts

Employee

DATE: _____

| | | |
|---------------------|------------------------------------|--|
| <u>Name</u> _____ | <u>Acct. #</u> _____ | |
| <u>SSN</u> _____ | <u>Field</u> _____ | |
| <u>E-Mail</u> _____ | Supervisor: <u>Tim Smith</u> _____ | |

| Date | Account | Description | Motel | Automobile Expenses | Meals | Phone | Entertain | Other | TOTAL |
|------|---------|-------------|-------|--|-------|-------|-----------|-------|-------|
| | | | | Mileage OR Actual \$0.50 gas/repairs | | | | | |
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|------------------------|--|-------------------|--|
| Reason For Trip | | Sub Total | |
| and/or Expense | | Subtract Advances | |
| | | TOTAL | |