

## Expense Reimbursement Request

**Note:** Reimbursement requests must have receipts attached

---

<b>Date</b>	_____		
<b>Amount Requested</b>	_____		
<b>Requested By</b>	_____		
<b>Description of Purchase</b>	_____		
	_____		
<b>Approved By</b>	_____	<b>Signature</b>	.....
<b>Received By</b>	_____	<b>Signature</b>	.....

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