CHOICESS

Expenditure Reimbursement

Please list all reimbursable expenditures, activities, dates, items purchased and attach receipts. Please balance the expenditures, carry the balance to the front of the sheet and turn in at the office. Please pre-approve any single expense over $10.00.

The following items are reimbursable: bus fare, parking, registration for class, recreational activities (except movies, bowling on a discretionary basis), telephone costs please include a telephone log and a copy of your telephone bill). Also include those items that are purchased as program supplies for individuals that CHOICESS provides service to that have been pre-approved.

Employee Name: _____ Date: _____

Date	Activity and Expense	Cost
	TOTAL	

08/08/01 la