*Contracted only @.575 // *(* 14 cents for Volunteer)

STAFF CASH REIMBURSEMENT FORM WEEK FROM _____ TO _____ or MONTH of _____

	Location or From/To	Purpose of Travel/Meals Explain: Person(s)/Meeting, etc.	Acct. #								TOTAL
CASH and PERSONAL CREDIT CARD EXPENDITURES											
Airfare											-
											-
Personal Auto		# of miles @ $.575									-
		# of miles @ $.575									-
Rental Car											-
Parking											-
											-
Lodging											-
											-
Other											-
											-
											-
											-
											-
											-
											-

TOTAL CASH EXPENDITURES: _____ -

Date Submitted: _____

Less Employee Advances: _____

Employee Name: _____ Employee Signature: _____ Balance due Employee: _____ -

Address: _____ Supervisor Approval: _____

City, State: _____ Zip Code: _____

Check# or ACH#

For OGMP-Treasury Services' use only:

ACH Initiated by: _____ Date: _____ ACH Released by: _____ Entered by: ____ Trans# _____ _____