

RIPE FOR HARVEST WORLD OUTREACH

602 Oakland Rd, Limestone, TN 37681

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 \$0.555 gas/repairs					

Reason For Trip and/or Expense	Sub Total Subtract Advances TOTAL	