Cash Reimbursement Expense Summary

To Be Completed by Employee

Instructions: Employees may turn in properly completed cash reimbursement expense reports on a Weekly or Monthly basis.
Employee - Complete form, attached all receipts, sign, date and forward to your supervisor for approval.
Supervisor - Review cash expenses to be reimbursed, sign, date and send approved report to the Accounts Payable Dept.

Employee Name:	**Month or Week Ended:**

Employee Address:

Employee Vendor #:

Employee Signature & Date	**Supervisor Signature & Date**

Common Expenses and Cost Types:

140 - Job/Office Supplies	160 - Communication (Voice/Fax)
130 - Meals	160 - Communication (Cell)
134 - Auto Expense (mileage)	119 - Professional Fees
121 - Hotel & Lodging	129 - Travel Other
138 - Education and Training	032 - Maintenance (Equipment #)
146 - Dues and Subscriptions	035 - Fuel - 8535 Regular (Equipment #, Gallons)
120 - Airline Travel	035 - Fuel - 8511 LS Diesel (Equipment #, Gallons)
122 - Ground Transportation (Cab, Train, Bus)	040 - Equipment Supplies

Description of Expense	Date	Amount	Job/Equip # XXXXXX	Phase/CC # XX.XXX	Cost Type #	Company # XXX
				91.900		
Grand Total		**$0.00**				

Employee business expenses must adhere to the Oldcastle Code of Business Conduct: Business expenses properly incurred in performing company business must be documented promptly with accuracy & completeness on expense reports. Personal expenses should not be included in an expense account. Falsification of an expense report may result in disciplinary action, including termination.