

New Star Chinese School's

EXPENSE REIMBURSEMENT FORM

Name: _____ Phone Number: _____

Address:

List all expenses (itemize), and the explanations of what the expenses are for.

ALL ORIGINAL RECEIPTS are required for reimbursement.

Please note: We cannot accept copies or credit card receipts for reimbursements.

Requestor's Signature: _____ Date: _____

Approval: _____ Date: _____

- - - - -

FOR OFFICE USE ONLY:

Processed: _____ Date: _____

Check#: _____

Notes: _____