

KEMPO Expense Reimbursement Request Form



Date:	
Name:	
Address:	
Phone:	
Signature:	

Expense Date	Vendor Name	Description and Purpose	Amount
Total:			

Instructions for completing KEMPO Expense Reimbursement Request Form:

- In Block 1, enter the current date, your name, address and phone number.
- In Block 2, enter the date the expenditure was made (i.e., the date on the original receipt).
- Enter the name of the vendor who provided the goods or services received.
- Provide a description of the goods or services received as well as the purpose of the expenditure.
- Enter the amount of the expense as shown on the original receipt.
- When finished entering individual line items, total expenses for reimbursement.
- Attach all original receipts.
- Review the request form for accuracy; then sign on the signature line in Block 1.
- Submit all completed forms to the KEMPO Treasurer for processing.

Approved by:		Date:	Check Number:
Account#	Amount	Account#	Amount