



**BLD PHOENIX**

*Staple all receipts on back*

**Expense Reimbursement Voucher**

Date	Expenditure Description	Purpose	Authorized By	Amount
			Total:	

Reimbursement Requested By: \_\_\_\_\_

Signature: \_\_\_\_\_

Expenses smaller than \$100.00 require **one** signature for approval:  
Expenses larger than \$100.00 require **two** signatures for approval:

Date Paid:	
Check #	
Posted: Ck Book	Quick Books

Approved by: \_\_\_\_\_ / \_\_\_\_\_

Print Name and Signature

Print Name and Signature

\*\*\* Please check the appropriate item: \_\_\_ I wish to have a reimbursement \_\_\_ I wish to donate this amount 8/1/2006



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