



# JAG Kentucky Expense Report

*Print in "Landscape".*

*Complete and submit to supervisor. Supervisor then submits to Executive Assistant to the President.  
A check will be mailed Friday for reimbursements correctly requested by Wednesday.*

Employee:	_____
Date:	_____
Total Reimbursement:	\$ _____ -

**MILEAGE** (reimbursed at \$.54/mile; include PDF of online map)

Round Trip?	Date	From/To	Purpose	Miles Traveled	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Mileage Reimbursement Total:</b>					<b>\$ -</b>

**OTHER EXPENSES** (Include PDF's of receipts.)

Missing Receipt?	Date	Vendor Name, Location	Description	Enter Admin or Program Name(s); for meals, enter Staff Name(s), # of Guests	Total
<b>Other Expenses Reimbursement Total:</b>					<b>0</b>

Supervisor Approval: \_\_\_\_\_

Date: \_\_\_\_\_

President Approval: \_\_\_\_\_

Date: \_\_\_\_\_

For Administration use only.		
Account	Class	Amount