EVANSVILLE WESTERN RAILWAY, INC

RECORD OF BUSINESS EXPENSE AND REQUEST FOR REIMBURSEMENT OF EXPENSES

DATE (1)	LOCATION (2)	BUSINESS PURPOSE (3)	BREAKFAST (4)	LUNCH (5)	DINNER (6)	LODGING (7)	MISC EXPENSE (8)	TRANSP (9)	TOTAL REIMBURSEMENT (10)=(4+5+6+7+8+9)
TOTALS (4+5+6+7+8+9+) = 10					TOTAL EXPENSE TO BE REIMBURSED – TOTAL COLUMN (10)				

(Mileage Reimbursement $.545 – As of 1/01/2018)

FOR REIMBURSEMENT OF AMOUNTS ADVANCED AND ACTUALLY DISBURSED DURING _____, 20_____
(MONTH) (YEAR)

BY _____ FOR ORDINARY AND NECESSASRY EXPENSES INCURRED IN THE SERVICE OF THE COMPANY.
(PRINT INTITIALS ONLY AND LAST NAME)

_____ _____ Mt. Vernon, IN _____
EMPLOYEES TITLE DEPARTMENT HEADQUARTERS LOCATION ADDRESS (WHERE CHECK IS TO BE SENT)

_____ - - _____
EMPLOYEE SIGNATURE (INTIALS ONLY & LAST NAME) SOCIAL SECURITY NUMBER

_____

_____ _____
SUPERVISOR'S APPROVAL DATE

_____
FOR ACCOUNTING DEPARTMENT USE ONLY