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| Employee Reimbursement Form | | | | | | | | |
|  | |  | | | |  | |  |
| Company Name: |  | | | | | | | |
| Employee Name: |  | | | | | Employee ID: |  | |
| Department: |  | | | | | Expense Period: |  | |
|  |  | | | | |  |  | |
| Date | | Description | | | | Category | | Amount |
|  | |  | | | |  | |  |
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|  | |  | | | |  | |  |
| Employee Signature: | |  |  | Date: |  | Subtotal: | |  |
|  | | |  |  |  | Advance Payment: | |  |
| Approval Signature: | | |  | Date: |  | Total Reimbursement: | |  |
|  | | |  |  |  | *\*Don’t forget to attach receipts\** | | |

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