

Reset

Livingston County BUSINESS EXPENSE REIMBURSEMENT FORM

Report #:

Date	Name	Vendor #	Department Name	Fund/Dept. No.
2/29/12	JANE SMITH	1506	Administration	101-172

#	Event Date	Expense Description / Departure Location (Address)	Destination Location (Address)	Net Miles *	Reason / Expense Type	Account #	Amount	Not Approved
1	2/1/12	HARRIS TRAINING	MICHIGAN TRAINING CENTER	60.000	Training	860.010	\$15.00	<input type="checkbox"/>
		304 E GRAND RIVER HOWEL 48843	1234 ANYSTREET LANSING MI 48909		Mileage			
CAHRGE THIS EXPENSE TO THE PRMIHC GRANT LINE 828A. MAPQUEST PRINT OUT ATTACHED.								
2	2/1/12	LUNCH	CHILI'S	0.000	Reimbursement	860.000	\$9.98	<input type="checkbox"/>
		HARRIS TRAINING	1235 ANYSTREET LANSING MI 48909		Meal-Lunch			
LUNCH WAS NOT PROVIDED DURING ABOVE TRAINING SESSION								
3	2/10/12	AIRFARE	ATLANTA, GEORGIA	0.000	Off-Site Meeting	860.000	\$625.00	<input type="checkbox"/>
		DELTA AIRLINES	4/1-4/4		AIRFARE			
TRAVEL FOR ERP DEMOS. RESOLUTION 2012-01-001								
4	2/12/12	LIV CO BAR ASSOCIATION	2012 MEMBER DUES	0.000	Reimbursement	817.000	\$75.00	<input type="checkbox"/>
					REGISTRATION			
DIDN'T TURN IN TO AP IN TIME FOR CHECK PROCESSING, HAD TO PAY ON TIME FOR DISCOUNT. CANCELLED CHECK ATTACHED.								
5	2/13/12	1099 TRAINING	LANSING TRAINING OFFICES	82.000	Off-Site Meeting	860.010	\$20.50	<input type="checkbox"/>
		3451 AMBER OAKS DRIVE HOWELL 48855	1000 LEGISLATION DRIVE LANSING MI 48909		Mileage			
LEFT FROM HOME. PROGRAM STARTED AT 8:15								
6	2/15/12	ODOMETER 6983	TO 6993	10.000	Off-Site Meeting	860.010	\$2.50	<input type="checkbox"/>
		304 E GRAND RIVER HOWELL 48843	1522 MONEY AVE FOWLerville 48836		Mileage			
NEW CHECK FORMAT PROOF DROP OFF AT FAST PRINT INC								
7		ODOMETER 7,000	TO 7,100	100.000	Off-Site Meeting	860.010	\$25.00	<input type="checkbox"/>
		304 E GRAND RIVER HOWELL MI 48843	11600 N BEYER BIRCH RUN 48415		Mileage			
AP MEETING AT BIRCH RUN EXPO CENTER. INCLUDES RETURN TRIP.								
8		OFFICE SUPPLIES	ENVELOPE OPENER, DUCT TAPE	0.000	Reimbursement	726.000	\$8.50	<input type="checkbox"/>
					OFFICE SUPPLIES			
ITEM NOT AVAILABLE THROUGH OFFICE DEPOT. ITEMIZED RECEIPT ATTACHED.								
9		PRIORITY MAIL	UPS STORE	6.000	Reimbursement	860.010	\$1.50	<input type="checkbox"/>
		304 E GRAND RIVER HOWELL 48843	903 S LATSON HOWELL 48843		Mileage			
Enter Additional Claim Information.								

Approver completes this section.	MILEAGE	860.010	\$64.50
	TRAVEL / MEALS	860.000	\$634.98
	REGISTRATION	817.000	\$75.00
	OFFICE SUPPLIES	726.000	\$8.50
Approved Totals, by Line Item:			

Tape receipts on 8.5 x 11 paper, record your Name at the top of the sheet. Number each receipt to match the line number it's associated with.
 Whether you scan the receipts or not, you MUST send the numbered Receipt Sheet/s to Finance.
 *Using an On-line Mapping Tool is encouraged, as it will provide more accurate mileage. Please attach printed pages, with start and end addresses, mileage.

It is certified that all items of expense included in this statement were incurred in the discharge of Authorized Official County Business, that the amounts are correct, receipts attached; and that they represent proper charges against the County as outlined in the County Business Expense Policy adopted by the Livingston County Board of Commissioners, Resolution 2011-12-344.	Jane Smith Requestor	Total all Expense columns		\$782.98	\$782.98
		Less Paid on County Credit Card			100.00
	Joyce Williams Supervisor Approval #	Balance Due Traveler		\$682.98	\$682.98
		Resolution # (if applicable):			

Supervisor Approval indicates departmental budget has been checked and reimbursement funds are available.

Submitted

Approved Disapproved

Processed