

Expense Reimbursement Form

Provided courtesy of:
 **Klinger & Associates**
 Certified Public Accountants

Employer:

Employee:

Expense Period	
From:	<input type="text"/>
To:	<input type="text"/>

Itemized Expenses

DATE PAID	DESCRIPTION	BUSINESS PURPOSE	TOTAL COST	BUS USE %	REIMBURSEABLE AMT
	Utilities - Gas	Home office			
	Utilities - Electric	Home office			
	Internet	Home office			
	Repairs	Home office			
	Cleaning	Home office			
	Property Taxes	Home office			
	Mortgage Interest	Home office			
	Telephone	Home office			
	Garbage	Home office			
	Insurance	Home office			
		Home office			
		Home office			
		Home office			
		Home office			
		Home office			
		Home office			
		Home office			
TOTAL REIMBURSEMENT					<input type="text"/>

Don't forget to attach receipts!

Calculation of BUS USE %

Total size of home	<input type="text"/>	sq ft
Size of home office space	<input type="text"/>	sq ft
Home office business use %	<input type="text"/>	

**Equals size of home office space divided by total size of home and multiplied by 100*

Employee Signature *Date*

Approval Signature *Date*