

Return the completed document with ALL receipts (copies acceptable) to:

Cathy L. Hanshew

SWING/MALiA Business Manager

511 Lark Drive

Atkins, VA 24311

Phone: 276-783-5342

chanshew@ehc.edu

Expense Reimbursement Form

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | | | | | | | | |
| Address: City: State: Zip: | | | | | | | | | |
| Date | Description of Expense | Mileage | Transportation | Lodging | Misc. | Breakfast | Lunch | Dinner | TOTAL |
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