

**JACK KENT COOKE FOUNDATION**  
**SAMPLE EXPENSE REIMBURSEMENT FORM**

**Name:** Jane Doe **Vendor ID:** \_\_\_\_\_  
**Purpose:** 2018 Scholars Weekend, National Conference Center, Leesburg, VA 20176  
**Mailing address (where check will be sent):** 1234 University Way  
 \_\_\_\_\_  
 College Town, Va 56789  
 \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

*Attach receipts for all expenditures over \$10 ; receipts or expenditures under \$10 are expected but not required.*

Date:	8/2/2018	8/3/2016	8/4/2016	8/5/2018						Total
Breakfast	5.23									5.23
Lunch	10.50									10.50
Dinner										
Airfare/Train										
Taxi										
Parking/Tolls	3.00			3.00						6.00
Mileage (.25)	31.25			31.25						62.50
Tips ( detail)										
Other										
<b>Totals</b>	<b>49.98</b>	<b>0.00</b>	<b>0.00</b>	<b>34.25</b>						<b>84.23</b>

Date	Details (Attach all receipts)
8/2/2018	Breakfast, McDonalds
8/2/2018	Lunch, Cracker Barrel
8/2/2018	Toll enroute to NCC
8/2/2018	Mileage from Charlottesville, VA to NCC, 125 miles (map of route attached)
8/5/2018	Toll enroute to Charlottesville, VA
8/5/2018	Mileage from NCC to Charlottesville, VA, 125 miles (map of route attached)

**Foundation Approval:** \_\_\_\_\_

**Amount Reimbursed:** \_\_\_\_\_