


Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

TRUSTEE EXPENSE REIMBURSEMENT FORM

Task ID - Created 05-Jan-2022 09 40.34 AM - By Norma Lang - Processed 05-Jan-2022 09 40.34 AM - By Norma Lang

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Enter GL Coding / Tax Amounts:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	65.52	1	3.12
<b>Total Without Taxes</b>				<b>62.40</b>
<b>Tax Total</b>				<b>3.12</b>
<b>Total With Taxes</b>				<b>65.52</b>

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID - Created 05-Jan-2022 09 40.34 AM - By Norma Lang - Processed 02-Feb-2022 08 54.49 AM - By Fiona Gilbert

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	65.52	1	3.12
<b>Total Without Taxes</b>				<b>62.40</b>
<b>Tax Total</b>				<b>3.12</b>
<b>Total With Taxes</b>				<b>65.52</b>

Comment:  
Adjusted GL coding - FG

ACCOUNTS PAYABLE CLERK SECTION

Task ID - Created 02-Feb-2022 08 54.49 AM - By Fiona Gilbert - Processed 22-Feb-2022 02 04.21 PM - By Jenelle Weisgarber

Action Taken: Approve Expense

Period: 202206

Vendor Number: Lang, Norma J.

Invoice Number:

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
	<input checked="" type="checkbox"/>	65.52	1	3.12
<b>Total Without Taxes</b>				<b>62.40</b>
<b>Tax Total</b>				<b>3.12</b>
<b>Total With Taxes</b>				<b>65.52</b>

Comment: