

Righteous Rides Expense Report

Name: _____ Date Submitted: _____



Circle One: (Please do not mix categories on same report)

C/C Purchases

Reimbursed Purchases

Donation in Lieu of Reimbursement

APPROVED EXPENSES:

Date	Payee	Description/ Explanation of Expense - Including Purpose, As Appropriate	Location / VIN	Amount
Total				

Additional Explanations:

NOTE: Attach all original receipts; For **Business Entertainment**, include names of participants; For **Meetings**, include the agenda and/or names of participants; For **All**, include the **purpose** and location info to assist in determining the proper accounting

Employee - Signed: _____
Date: _____

Supervisor - Approval: _____
Date: _____