

MORA - SAN MIGUEL ELECTRIC COOPERATIVE, INC.
FORM FOR CLAIMING EMPLOYEE REIMBURSEMENT
AND EXPENSES
BOARD POLICY NO 203 A
New Policy

Employee Reimbursement and Expense Invoice

The undersigned employee hereby submits this invoice for reimbursement and/or expenses incurred in connection with their employment with the Cooperative.

REIMBURSEMENT / EXPENSE INFORMATION

Description of meeting, seminar or other performance of authorized duty and its site:

Departed home at _____ o'clock _____ m. on _____,

199 ____

Returned at home _____ o'clock _____ m. on _____,

199 ____

Total reimbursable days \$ _____ (please pay undersigned): \$ _____

Date: _____, 199____ Signed: _____

EXPENSE INFORMATION:

1. Transportation

- | | |
|--------------------------------------|----------|
| (a) Personal automobile: _____ miles | \$ _____ |
| (b) Other (specify) _____ | \$ _____ |
| (c) Cabs, limousines _____ | \$ _____ |
| (d) Other (specify) _____ | \$ _____ |

2. Lodging (including allowable meals and other services that may be included in the bill for such) * \$ _____

3. Food (not included in lodging bill) \$ _____

4. Tips (not included in foregoing items) \$ _____

5. Other expenses (specify)** \$ _____

Total Expenses: \$ _____

Less funds advanced, if any: \$ _____

Net amount owed to undersigned, or owed
by undersigned and herewith refunded,
whichever is the case: \$ _____

Date: _____ Signed: _____

APPROVAL

AS submitted or as modified _____, 199__

Signed: _____

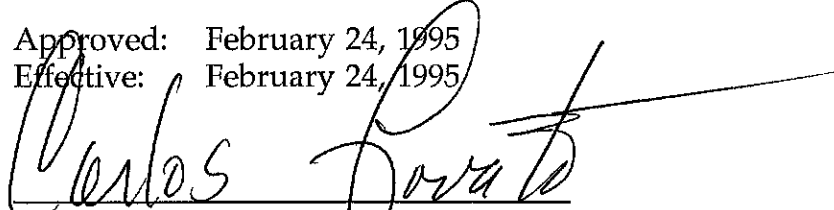
Title: _____

*Attach receipts unless paid directly by the Cooperative.
** Attach receipts for individual expenditures of \$25 or greater

Note: An itemized accounting of expenses should be kept by the employee and should be made available upon request.

The Board shall be responsible for the enforcement of this Policy.

Approved: February 24, 1995
Effective: February 24, 1995



Board Secretary