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

Carlos Roseiro
Board Secretary