

MUSEUM OF NORTHERN ARIZONA

General Expense Reimbursement Form

Payment to:

Notes/Explanations:

Amount

Training	8500		
Local Travel: Meals/Parking/Subway/Tips, etc.	8400		
Mileage – no gas purchased: miles @\$.535/mile	8400		
Mileage – gas purchased: miles @\$.11/mile	8400		
Office Supplies (Expendable)	6200		
Telephone – Local Services	6900		
Maintenance & Repairs			
Copy Services	7100		
Postage – USPS/Federal Express/UPS, etc.	7200		
Subscriptions	7950		
Book Purchases	7900		
Honorarium			
Art Acquisition			
		TOTAL	\$

Payee:		Date:	
Supervisor:		Date:	
Executive Director:		Date:	

Please attach supporting documentation (receipts, odometer readings, etc.)

Please complete, sign, and pass on to your supervisor.

For Accounting use only
Accounting code: