

Imperial Valley College

EMPLOYEE REIMBURSEMENT FORM

For Internal Use Only

This form is used to obtain approval for reimbursements for district purchases made with personal funds. Per **AP 6330, Purchasing**, any purchase made without appropriate prior approval will become a personal expense of the employee.

This form must be filled out COMPLETELY and signed by the Employee and the applicable Approver (Dean, Director, VP, President). **All receipts and verification of prior approval must be attached to this form.**

Employee Information

Name:		G Number:	
Department:		Extension:	

Summary of Expenses

	Date of Expense	Payment Method Used (Credit/Debit, Cash, etc.)	Dollar Amount	Purpose of Expense: Please give a reason for the expense.
1.				
2.				
3.				
4.				
5.				
Total Reimbursement				

I certify that the above expenses are valid district expenses and that I received prior approval.

Employee Name: _____

Employee Signature: _____ Date: _____

I certify that I have reviewed the above expenses and believe them to be true and correct.

Approved By Name: _____

Approved By Signature: _____ Date: _____