

## Expense Reimbursement

<b>Employee Name:</b>
<b>Site / Project:</b>
<b>Date:</b>

**Specify reason/s for reimbursement:**

- Mobile Phone\*
- Travel / Flights
- Reimbursement Other

**This expense reimbursement is to be paid on the following basis:**

- Once only
- Fortnightly     \$\_\_\_\_\_ per f/n
- Monthly            \$\_\_\_\_\_ per mth

**Ongoing Payment**

Yes / No

Description	Job No. <small>(ie. Site Name, Vehicle no.)</small>	Amount <small>(including GST)</small>
<i>Example. Tyre repair on Mazda Ute</i>	RSG 011	\$130.00
<b>Total Amount to be reimbursed (including GST)</b>		

***NB. Invoice or Receipt must be attached to claim***

\* Eligibility and authorization for mobile phone expense reimbursements may be reviewed periodically by the company, and may be terminated at any time at the sole discretion of Reay Enterprises Pty Ltd and its associated entities

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managers Signature: \_\_\_\_\_ Date: \_\_\_\_\_