

**Expense Reimbursement Form**

Company Name  Employee/Owner Name

Period: From  To

Notes: 1) Please do not type in the gray boxes, those are formulas. 2) It is your responsibility to save all receipts.

Annual Cost of Expenses Related to Your Home Office. You may track by month or just report annual totals, but estimates are not acceptable, actuals only.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Mortgage Interest													\$ -
Mortgage Insurance (aka PMI)													\$ -
Real Estate Tax													\$ -
Homeowners or Rental Insurance													\$ -
Rent													\$ -
Utilities: Gas, Electric													\$ -
Utilities: Water													\$ -
Utilities: Home Telephone													\$ -
HOA Dues													\$ -
House Repairs & Maintenance													\$ -
Office-specific Repairs & Maintenance													\$ -
Other Expenses													\$ -
Home Office Expense Reimbursement													#DIV/0!

Total Home Square Footage   
 Total Home Office Square Footage   
 Home Office Percentage Used #DIV/0!

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Cell Phone													\$ -
Total Paid Personally (not by business)													\$ -
Enter Business Use %													\$ -
Cell Phone Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cell Phone Reimbursement													\$ -

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Internet													\$ -
Total Paid Personally (not by business)													\$ -
Enter Business Use %													\$ -
Internet Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet Reimbursement													\$ -

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Mileage													0
Personal Miles													0
Business Miles													0
Business %	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Mileage Reimbursement (56 ¢ /mile)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage Reimbursement													\$ -

Other Expenses Paid Personally, on behalf of the business

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Office Supplies													\$ -	
Travel (flights, taxis)													\$ -	
Lodging													\$ -	
Parking													\$ -	
Business Meals													\$ -	
													Office Supplies Reimbursement	\$ -
													Travel/Lodging/Parking Reimbursemt	\$ -
													Meals Reimbursement	\$ -

Total Reimbursement Due to Employee/Owner

Home Office Expense Reimbursement	#DIV/0!	
Cell Phone Reimbursement	\$ -	
Internet Reimbursement	\$ -	(when booking this withdrawal from your accounting software, be sure to break the reimbursements into the categories listed on the left, do not book the withdrawal to owner's draw or shareholder's distribution, otherwise it won't be deductible)
Mileage Reimbursement		
Office Supplies Reimbursement	\$ -	
Travel/Lodging/Parking Reimbursemt	\$ -	
Meals Reimbursement	\$ -	
	#DIV/0!	<input type="text"/> Date Check Paid or Money Transferred

Adequate substantiation must be accomplished by the timely submission of this voucher together with any relevant documentary evidence required under the substantiation requirements of Federal tax law. Such documentary evidence shall indicate the amount, description indicating the particular nature of the expense, time, place and business purpose or use of any authorized business expenses and any other necessary, related information. All supporting documentation, receipts and substantiation must be available for inspection and originals retained for your records for up to seven years.

The company desires to establish an expense reimbursement policy pursuant to Reg. 1.62-2, upon the following terms and conditions:

- 1) Except as otherwise noted in Part II below, any person now or hereafter employed by shall be reimbursed for any ordinary and necessary business and professional expenses incurred on behalf of The Company only if the expenses are adequately substantiated as required by the Company policy on expense reimbursements. (See policy memo.)
- 2) Under no circumstances will The Company reimburse employees for business or professional expenses incurred on behalf of that are not properly substantiated. The Company and employees understand that this requirement is necessary to prevent our expense reimbursement plan from being classified as a "non-accountable" plan.
- 3) All expenses must be substantiated within a reasonable period of time.<sup>1</sup> See our Company policy statement of substantiation for what constitutes a reasonable period of time.
- 4) All charges to company credit cards must be substantiated in the same manner as the above mentioned reimbursements.
- 5) Advances that are not substantiated within a reasonable period of time must be returned (paid back) within a reasonable period of time.<sup>2</sup>

1 Must be 60 days or less after the expense is paid or incurred if the company wants to qualify for the "fixed date" safe harbor substantiation rule.  
 2 Must be 120 days or less after the expense is paid or incurred if the company wants to qualify for the "fixed date" safe harbor substantiation rule.

Employee/Owner Signature:

Date: