



Employee Expense Reimbursement Report

Employee Name:	
Expense Reporting Dates:	
Reasoning for Expense Purchases:	

Mileage Expenses

Date	Purpose of Travel/Description	Departing Location	Arriving Location	Miles Driven
Total Miles Driven				
Total Miles Driven in Personal Vehicle (Mileage Rate: 0.56)				

Other Expenses

Date	Purchase Type/Description	Business Name	City/State	Amount
Expense Total				

Per Diem (First and Last Day at 75%)

Date	Location	GSA Per Diem Rate	Amount
Per Diem Total			

Total Miles Expenses	
Total Other Expenses	
Total Per Diem Expenses	
Total Amount for Reimbursement	

All reports must be turned in on Monday of the payroll processing week. If not received in time, reimbursements may be delayed to the following pay period. For longer expense reports, employees are able to use an Excel spreadsheet to include additional data. Attached to this form are all receipts for expense purchases listed on this report. Any missing receipts MAY reduce the amount reimbursed.

EGS Employee Signature

Job Site Supervisor