

Business Expense Form

A Business Expense Form is required for each person to be reimbursed by the company.

1. Fill out the amounts below for each Expense Category and total them.
2. Have the company write the employee or owner a check to reimburse at the end of the month.
3. Code the check using the codes below and staple receipts to this form.
4. Send the completed form and receipts, along with your monthly work to the attention of Nelson Kalina at nelsonk@cpatx.com.

COMPANY NAME: _____

OWNER/EMPLOYEE NAME: _____

MONTH/YEAR: _____

DATE	EXPENSE CATEGORY & DESCRIPTION (IF NECESSARY)	ACCT #	AMOUNT
	Advertising	6000	
	Contract Labor	6235	
	Business Meals	6900	
	Office Supplies	7000	
	Travel	7450	
	Auto Expenses	6020	
	Telephone/Cell	7420	
	Postage	7130	
	Other expenses (list):	6920	
Total Expenses:			

Owner/Employee Signature and Date

Comments:

