



JACKSONVILLE REEF RESEARCH TEAM, INC.

EXPENSE REIMBURSEMENT FORM

Check made payable to: _____

Payment instructions: I will pick it up Hold until next meeting

Mail to this address: _____

Date of expense: _____ 201 _____ Amount: \$ _____

Project name: _____

Itemization of expense: _____

Type of expense:

- | | | | |
|---|---|---|------------------------------------|
| <input type="checkbox"/> Office supply | <input type="checkbox"/> Photographic | <input type="checkbox"/> Postage | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Gas/boat (Non-Team boat) | <input type="checkbox"/> Public relations | <input type="checkbox"/> Survey expense | <input type="checkbox"/> Team Boat |
| <input type="checkbox"/> Non-project fuel | <input type="checkbox"/> Insurance | <input type="checkbox"/> Storage | |
| <input type="checkbox"/> Other: | _____ | | |

Charge to:

- | | | | |
|-----------------------------------|---|---|------------------------------------|
| <input type="checkbox"/> Science | <input type="checkbox"/> General | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Archives |
| <input type="checkbox"/> Training | <input type="checkbox"/> Training Class (200__) | <input type="checkbox"/> Reef Quarterly | <input type="checkbox"/> Team Boat |

Requested by:

Signature on _____ 201

Approved by:

Signature on _____ 201

Check # _____ Issue date: _____ 201 _____ # of attachments:

By: _____ Account No.: _____