

# FORT BEND COUNTY

## EMPLOYEE REIMBURSEMENT OF PERSONAL EXPENDITURES

Please check one of the following:

<u>Vendor #</u>	<u>Vendor Name</u>
_____ 10281	AT&T formerly Cingular Wireless
_____ 13400	Sprint formerly Nextel
_____ 10655	SBC Communications
_____ 10341	Verizon Wireless
_____ <input checked="" type="checkbox"/> 13852	<u>State Bar of Texas</u> (other)

Funding Source 100426200-63000 (Accounting Unit and Account Number where bill is paid from)

<u>Employee Name</u>	<u>Amt. Reimbursed</u>
Jeffrey A. McMeans	235.00
<u>Sub-total from page 2</u>	
<b>TOTAL REIMBURSEMENT</b>	<u><u>235.00</u></u>

Date Submitted: 3-Jul-12  
 Submitted By: *Jeffrey A. McMeans*

**Instructions:**

1. Complete the form above, listing all employee's reimbursements being submitted.
2. Make 2 sets of copies of the employee's checks (may copy more than one check per page).
3. Submit this original form, along with employee's checks and 1 set of the copies to the Treasurer's Office for deposit.
4. Attach a copy of this form and the other set of the check copies with the invoice and submit to the Auditor's Office for payment.
5. The reimbursements should be submitted to the Treasurer's Office at the same time that the bill is being submitted to the Auditor's Office for payment processing.
6. If more lines are needed, please use page 2. When completing this form in Excel, the total from page 2 will automatically transfer to page 1, and the total on page 1 will automatically be calculated.

