

Oregon Society of Tax Consultants, Inc.

I incurred the following expenses and request reimbursement as shown below. I have attached receipts for all (non-mileage) expenses.

ACTUAL EXPENSES INCURRED			FOR INTERNAL USE ONLY		
DATE	DESCRIPTION	AMOUNT	RECEIPT?	ACCOUNT #	APPROVED
TOTAL EXPENSES		\$ -			
MILEAGE REIMBURSEMENT REQUEST			FOR INTERNAL USE ONLY		
DATE	DROVE TO & FROM, TOTAL MILES @ IRS MILEAGE RATE	AMOUNT	RECEIPT?	ACCOUNT #	APPROVED
TOTAL MILEAGE		\$ -			
TOTAL EXPENSES REIMBURSEMENT REQUESTED, EXPENSES + MILEAGE		\$ -	AMOUNT PAID		

I warrant that all expenses are reimburseable under current organization policies.

Please mail to: OSTC State Treasurer

Jennifer O'Halloran
9694 SW Siletz Drive
Tualatin, OR 97062

NAME _____

SIGNATURE _____

DATE _____