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			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
Ronna Spigariol
5200 Meadows Ste 150
Lake Oswego,Or 97035

NAME: _____

ADDRESS: _____

SIGNATURE:_____   DATE _____

Revised 9/29/19