Summary

Meals: \$100

Mileage: \$150

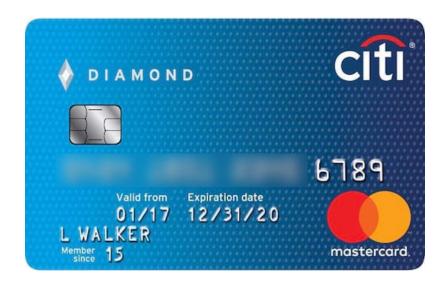
Lodging: \$200

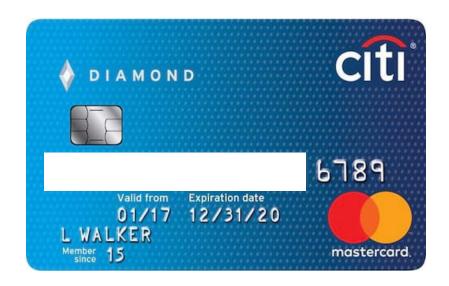
Total: \$450

Photo of credit card used

Please blur or cover the first 12 numbers.

PIP only needs the last 4 to verfiy. Never send the full credit card number.





Meal reimbursement example

Use separate sheet for each meal

Location and date of meal

All names of those who had meals purchased for them

Total amount of meal

Copy of receipt

IMAGE OF SIGNED RECEIPT IMAGE OF SIGNED RECEIPT

Lodging reimbursement example

Use separate sheet for each room

Location and dates of lodging

All names of those who had lodging purchased for them

Total amount of lodging

Copy of receipt

IMAGE OF SIGNED RECEIPT IMAGE OF SIGNED RECEIPT

Mileage reimbursement example

Use separate sheet for each vehicle
Location and dates of travel
All names of those in vehicle
Total distance traveled
Copy of fuel/rental receipt

IMAGE OF SIGNED RECEIPT IMAGE OF SIGNED RECEIPT