

Expense Reimbursement Form

Name	James Ginsburg
Email	jim@cedillerecords.org
Address	5312 N. Magnolia Avenue
Address	
Account and Routing Numbers (ACH Transfer only)	855121562, 071000013

Please email completed form and receipts to Julia Nicols-Corry at julia@cedillerecords.org

Business Purpose:

Marketing/PR

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
10/4/24	Lunch with music critic Larry A Johnson	Meals/Hospitality	32.81
		Travel	
		Travel	
		Travel	

TOTAL REIMBURSEMENT **\$32.81**

Note: Mileage reimbursement for personal car = \$0.67/mile

Don't forget to submit receipts!

Vendor Signature

Date

Approval Signature

Date

**** Categories ****

Meals/Hospitality

Travel

Mileage

Other

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