

GENERAL EXPENSE & REIMBURSEMENT FORM

DESCRIPTION: _____

C&W EXPENSE _____ % / \$

AGENT EXPENSE _____ % / \$ → AGENT: _____

_____ % / \$ → AGENT: _____

_____ % / \$ → AGENT: _____

_____ % / \$ → AGENT: _____

_____ % / \$ → AGENT: _____

INITIAL

APPROVAL: _____

PAYABLE TO: NAME/COMPANY: _____
ADDRESS: _____

INVOICE TO: NAME/COMPANY: _____
(IF CLIENT IS PAYING FOR EXPENSE) ADDRESS: _____

INVOICE # _____

POSTING DATE _____

| Account | Division | Amount |
|---------|----------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |

GST _____

TOTAL _____