

JHU - CTY Distance Education
McAuley Hall, 5801 Smith Ave. • Baltimore, MD 21209

EXPENSE REIMBURSEMENT REPORT

Instructions: Prepare this report each month for reimbursement of supplies, postage, photocopying, and telephone. Circle the expense and the amount on all receipts before the sales tax is applied. **(Do not compute the sales tax)**. Total the receipts and complete the form below. Tape the receipts in ascending order by date onto the back of this form, left to right, top to bottom. Use extra sheets if necessary. Write your name clearly on each sheet in black ink. Receipts will be photocopied at CTY. Please keep a copy of all receipts for your records. Mail the original and all receipts to **Steve Barish, CTY Distance Education, Johns Hopkins University, McAuley Hall 5801 Smith Avenue, Baltimore, MD 21209.**

Name: _____

Address: _____

City: _____ **State:** _____

Zip Code: _____ **Phone:** _____

For the Month of _____, 200__

Supplies: _____

Postage: _____

Photocopying: _____

Telephone: _____

Total: _____

Comments:

FOR OFFICE USE ONLY:

Received: _____

Payment Date: _____

Check Number: _____