



***FIRST* in Michigan**

PERSONAL REIMBURSEMENT REQUEST FORM

(Not for business invoices to be paid directly)

Date:

Pay to:

Address:

Program:

Event:

Vendor & description

Amount

TOTAL

Please attach all supporting documentation.

Large amounts must be pre-approved.

Personal vehicle travel expenses are reimbursed for significant distances using a rate of \$0.25/mile.

Approved by:

Email forms and documents to **bills@FirstInMichigan.org**