STATE OF DELAWARE
Personal Expense
Reimbursement

Division of Accounting

EMPLOYEE INFORMATION			
VENDOR ID#		**INSTRUCTIONS**	**EMPLOYEE CERTIFICATION**
EMPLOYEE NAME AND ADDRESS INFORMATION		Reimbursement is limited to actual expenses incurred by STATE EMPLOYEES ONLY. A complete Personal Expense Reimbursement form and receipts are required for all items and/or expenses the employee incurred. If the form is submitted for travel reimbursement, the form must include a detailed description and reason for travel, documentation and receipts of incurred expenses and daily tabulation of mileage. **ALL EMPLOYEE FIELDS ON THIS FORM ARE REQUIRED.**	I do solemnly swear that the below mentioned expenses were incurred as a necessary expenditure in the conduct of state business and that the representations contained in this form are true and correct.
			EMPLOYEE SIGNATURE AND DATE (Actual signatures are required. Stamped signatures are not accepted.)

TRAVEL INFORMATION			TRANSPORTATION AND ACCOMMODATIONS				MEALS			MISCELLANEOUS EXPENSES	
TRAVEL DATES (SINGLE OR MULTIPLE) LEAVE RETURN	TRAVEL DESTINATION FROM TO	DESCRIPTION AND/OR REASON FOR TRAVEL	AUTO MILES	RAIL PLANE	TAXI BUS	HOTEL MOTEL	BREAKFAST	LUNCH	DINNER	EXPENSE DESCRIPTION	AMOUNT
GRAND TOTAL MILEAGE	@ $0.50										

FISCAL OFFICE INFORMATION					
Business Unit	**Voucher ID** (system assigned)	**Invoice ID**	**Invoice Date**	**Goods Received Date**	**Voucher Amount**
STATE					

INV Line	Description					Extended Amount					Category Code	Ship To		
PO #	**Line #**	**DIST #**	**Amount**	**Bud Ref**	**Fund**	**DEPT ID**	**Oper Unit**	**Appropriation**	**Account**	**Program**	**School Code**	**PC BU**	**Project**	**Activity**

INV Line	Description					Extended Amount					Category Code	Ship To		
PO #	**Line #**	**DIST #**	**Amount**	**Bud Ref**	**Fund**	**DEPT ID**	**Oper Unit**	**Appropriation**	**Account**	**Program**	**School Code**	**PC BU**	**Project**	**Activity**

INV Line	Description					Extended Amount					Category Code	Ship To		
PO #	**Line #**	**DIST #**	**Amount**	**Bud Ref**	**Fund**	**DEPT ID**	**Oper Unit**	**Appropriation**	**Account**	**Program**	**School Code**	**PC BU**	**Project**	**Activity**