

## Expense Reimbursement Requests:

GL Account/Category:	Reason for Use:
Travel	Gas, Tolls, parking for travelling, airfare, baggage fees, taxi/rental car and tips
Meals	Breakfast, Lunch, Dinners, snacks, while at meetings, travelling or at office
Advertising	Sponsorships for sporting events (Example: Golf Tournament for charity)
Charitable Contributions	Contributions to a Nonprofit we've received a contribution letter from
Computer Equipment/Supplies	Most Computer equipment should be ordered from our IT Department directly. This would be for keyboard, mouse, cords, etc.
Condo Questionnaire	Fees for ordering Condo documents for loan closing
Contest	Prizes for employee contests
Lodging	Hotel costs
Marketing	Marketing costs
Office Supplies	Paper, toner, water, food for office, office decor
Overnight	UPS, FedEx, any overnight service to deliver documents. Labels MUST Be ordered with Reception.
Postage and Delivery	Stamps, certified mail, shipping supplies
Processing Fees	Fees related to the processing of a LOAN
Repairs and Maintenance	Repairs for office
Software	Software orders and Computer equipment should be done through our IT Department
Telephone	Landline and Internet – MUST be Set up with Corporate
Utilities	Gas and Electric - MUST be Set up with Corporate
Verifications	VOE's – MUST be ran through Corporate