


Highlights Foundation Expense Reimbursement Form

Send this completed form to travel@highlightsfoundation.zendesk.com and attach any receipts.
We'd prefer one PDF document with this form and any receipts, if possible.

Name

Date

Workshop name (if applicable)

<p>New to Bill.com? (Skip if you have a Bill account or are already set up for Highlights Foundation payments)</p>		<p>Your reimbursement will be in the form of an e-payment. If you are new to Bill.com, you will receive an email to set up a free account and add banking information. Enter your basic information below so we can begin the account creation process in Bill.com, and you will receive an email in the coming days.</p> <p>Pay-to name: Email: Phone: Mailing address:</p> <p style="text-align: right;">If you would rather be mailed a paper check, please check this box.</p>
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Expenses

Please note! If you are submitting mileage reimbursement, you will be reimbursed after your travel has taken place. Reimbursement submissions for travel tickets that have already been paid for will be processed upon receipt.

Description (If you are being reimbursed for mileage, add the total roundtrip mileage below and we'll calculate the reimbursement amount based on the current IRS reimbursement rate. Include tolls as separate line items, if applicable.)	Amount
Total	\$

QUESTIONS: support@highlightsfoundation.zendesk.com

Last updated February 2025