

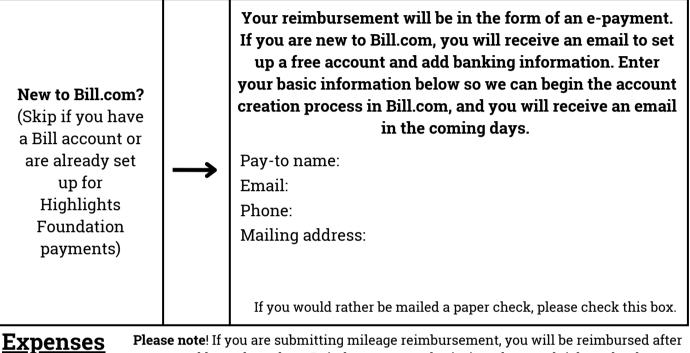
## **Highlights Foundation Expense Reimbursement Form**

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

## Name

Date

Workshop name (if applicable)



**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.

<b>Description</b> (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