



FIRST in Michigan

PERSONAL REIMBURSEMENT REQUEST FORM

(Not for business invoices to be paid directly)

Date:

Pay to:

Address:

Program:

Event:

Vendor	Budget line item #	Amount
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TOTAL

Please attach all supporting documentation.

Large amounts must be pre-approved. Personal vehicle travel expenses are reimbursed for significant distances using IRS charitable rate of \$0.14/mile. Please see FIM website for the full reimbursement policy.

Approved by:

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