

Please number your receipts and enter the information requested below. Please have this form approved by your supervisor and send this form with the receipts to the accounts payable department for payment.

Receipt #	Company	Travel	Lodging	Meals	Mileage	Other	Amount	Account Number	Explanation
TOTALS									

Link copied
 People in your organization with the link can edit.
[Settings](#)

Less: Advances provided to you
 Total amount due to you/(Due to Cooper)