

If you have any reimbursable closeout expenses: shipping supplies (boxes, tape, bubble wrap). Truck rental (must be pre-approved by your coordinator).

- 1) Tape each receipt (NO staples or paper clips) below. Use additional plain sheets if needed. **Enter your name, the client & sales rep name on each plain sheet of paper with the receipts.** All receipts must accompany your invoice. We **can not** reimburse for expenses submitted after the fact. All receipts must be Originals (No Duplicates) and must contain an itemized description of the items purchased, date of purchase & name of store.
- 2) Make a copy of the receipts & invoice for your files.
- 3) Do not list any expenses on the invoice.
- 4) Return, receipts & invoice to our office with your completed paperwork.
- 5) Mileage, tolls, lodging, telephone & meals are not reimbursable.

Buzzeo Specialist _____

Client _____

Sales Representative: _____

Tape Receipts Here: