

*Portland Chinese School
Expense Reimbursement Form*

Description of Expenses		Amount	<i>(For Office Use Only)</i>		
			Budgeted? Yes/No	Account Code	Note
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total		\$ -			

Name (English)

Signature of Applicant

Date

Name (Chinese)

Approved by _____
Date _____

Approved by _____
Date _____

Check # _____
Date _____