CHURRASCARIA SAUDADES - Expense Reimbursement Form

NAME:

DATE:

DATE	VENDER	EXPENSE CATEGORY NUMBER	AMOUNT

The above reimbursement request is only for authorized expenses for Churrascaria Saudades. I have attached an itemized vender receipt for each purchase above and I will email this form and the receipts to bookkeeping@eatsteaks.com for reimbursement. I will retain a copy of this form and a copy of all receipts for a period of 90 days.

TOTAL

SIGNATURE:

EXPENSE CATEGORY NUMBERS

5100 Food Purchases	7300 Misc Operating Expenses	8300 Other Sales Promotion	8710 Mileage
5150 Beverage Purchases	7350 Paper and Plastic	8500 Admin & General Expenses	8715 Airfare
5200 Beer Purchases	7400 Pest Control	8580 Meal (business)	8716 Train
5300 Wine Purchases	7500 Repair & Maintenance	8620 Payroll Service Fees	8717 Rental Car
5400 Liquor Purchases	7510 Building Maintenance	8630 Office Supplies	8718 Taxi
7050 Cleaning Supplies	7550 Smallwares	8640 Postage & Mailing	8719 Public Transport
7055 Cleaning Service	7600 China Glassware & Flatware	8650 Dues & Subscriptions	8720 Parking
7060 Grease Trap Cleaning	7780 Scheduling Software	8651 Subscribed Music	8730 Hotel
7075 Linen Service	7800 Uniforms	8660 Permits & Licenses	8740 Travel Meals
7100 Equipment Rentals	7810 Training	8665 Reservations System Fees	8750 Passport/Visa
7150 Operating Supplies	8000 Advertising/Promotional Expense	8670 Recruitment Expenses	8828 Gifts
7250 Stationary & Printing	8150 Marketing Expense	8700 Travel	
7275 PointofSale	8200 Complimentary Food & Bev	8705 Tolls	