

PROFESSIONAL READING MATERIAL REIMBURSEMENT REQUEST

Expense Template for Office Books and Professional Publications

Employee Name:

Department:

Job Title:

Date of Request:

Employee ID:

Manager Name:

Date Purchased	Title of Book / Publication	Author / Publisher	Business Justification / Project	Amount
Total Reimbursement Claim:				

Submission Guidelines:

- Original itemized receipts or proof of purchase must be attached to this form.
- All publications and books must serve a direct business purpose or support professional development.
- Approved reading materials remain the property of the organization and should be added to the office library upon completion, if applicable.

Employee Signature Date

Authorized Approver Signature Date