VEHICLE CLEANING & DETAILING REIMBURSEMENT

EMPLOYEE INFORMATION

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

SUBMISSION DATE

VEHICLE INFORMATION

MAKE & MODEL

LICENSE PLATE

BUSINESS PURPOSE OF CLEANING / DETAILING

EXPENSE DETAILS

DATE	SERVICE PROVIDER	SERVICES RENDERED (E.G., WASH, INTERIOR, WAX)	AMOUNT

Subtotal

Tax

Total Reimbursement

EMPLOYEE SIGNATURE

Signature Date

APPROVER SIGNATURE

Signature Date