



## Employee Reimbursement Form

*Please complete this form, attach receipts, then submit to your Community Manager to be processed as an invoice in Entrata / Yardi. Be sure to split out items by individual property, each line should have only one property listed.*

Name of Employee: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

*Suggested invoice number: Employee initials + submission date*

| Property | Item(s) Purchased | Expense Type | Amount |
|----------|-------------------|--------------|--------|
|          |                   |              |        |
|          |                   |              |        |
|          |                   |              |        |
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|          |                   |              |        |
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|          |                   |              |        |
|          |                   |              |        |
|          |                   |              |        |

Total to Reimburse: \$ \_\_\_\_\_