

# Expense Reimbursement Spreadsheet

Employee \_\_\_\_\_

Date \_\_\_\_\_

Period: From \_\_\_\_\_

To \_\_\_\_\_

## Home Office

A home office qualifies as your principal place of business if you use it “exclusively and regularly” for administrative activities and you have no other fixed location where you do so.

Typically, deductions for a home office are based on the percentage of the home devoted to business use. To determine the % of your deductions, take the square footage of the room(s) devoted to the business and divide that by the entire are of your home.

Home Office SqFt	_____	Total Area of Home SqFt	_____	Business Use %	_____
	_____				
HOA Dues	_____				
Insurance	_____				
Mortgage Interest	_____				
Real Estate Taxes	_____				
Rent	_____				
Repairs, Maintenance	_____				
Utilities	_____				
Other	_____				
Total	_____				
Business Use %	_____		Reimbursement		

**Cell Phone**

Total \_\_\_\_\_  
Business Use % \_\_\_\_\_  
Reimbursement \_\_\_\_\_

**Internet**

Total \_\_\_\_\_  
Business Use % \_\_\_\_\_  
Reimbursement \_\_\_\_\_

**Mileage**

Business Miles \_\_\_\_\_  
Rate x \$0.575 2015 standard mileage rate  
Reimbursement \_\_\_\_\_

**Travel, Lodging, Meals and Entertainment**

Travel \_\_\_\_\_  
Lodging \_\_\_\_\_  
Meals and Entertainment \_\_\_\_\_  
Reimbursement \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reimbursement \_\_\_\_\_

**Other Expenses**

_____	_____
_____	_____
_____	_____
Reimbursement	_____

**Summary**

Home Office	_____
Cell Phone	_____
Internet	_____
Mileage	_____
Travel, Meals	_____
Per Diem	_____
Other Expenses	_____
<b>Total Reimbursement</b>	_____

Timely submission of documentation is required by Federal tax law. Employee shall submit and keep copies of all related invoices and receipts associated with the expense reimbursement. The employee shall include description of the expense if it is not self-explanatory.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Signature Authorizing Reimbursement

\_\_\_\_\_  
Date