

REIMBURSEMENT POLICY

- Expenses must be directly related to the mission and activities of Cognosco et Credo, Inc.
- Reimbursable expenses must have receipts and/or invoices attached.
- Payee must request reimbursement within 60 days of incurring the expense.
- Any excess reimbursement or advance must be returned by Payee within 120 days of receipt.

PAYEE INFORMATION

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

ITEMIZED EXPENSES (Attach receipts and/or invoices)

DATE	DESCRIPTION	ACCOUNT	COST
		TOTAL REQUESTED	\$

AUTHORIZED ON BEHALF OF COGNOSCO ET CREDO, INC., BY

Name/Title _____ Signature _____ Date _____

Name/Title _____ Signature _____ Date _____

ISSUED BY	DATE	CHECK #
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