

Addison Search, LLC.

EMPLOYEE EXPENSE VOUCHER AND CHECK REQUEST

Employee:		Street Address:	
Department:		City, State, Zip:	
Month Ending:		Phone #:	1 of 1

Completion and submission instructions:

All data fields must be completed to the extent applicable and available.
 Business purpose and attendees must be complete - if more space is required, attach additional sheets.
 All receipts must be original. All supporting documents should be in the order of the line description.
 Voucher must be approved by supervisor prior to submission.
 Expense classes not properly completed will be returned.
 Checks will be forwarded by U.S. Mail.

Addison Search, LLC.
 222 S. Riverside Plaza, Suite 1710
 Chicago, IL 60604

DATE	BUSINESS PURPOSE	ATTENDEES	EXPENSE CATEGORIES						TOTAL	
			MEALS CUSTOMER ENTERTAINMENT 6900.01	MILEAGE @ 0.25 per Mile 6613.01	PARKING TAXI AIRFARE LODGING 8810.01	CELL PHONE 6783.01	CAR 6613.01	OFFICE SUPPLIES 6700.01		
				enter # of miles	\$					
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Total:			\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub-Total From Previous Sheet										
\$0.00										

Employee Signature/Date:	Supervisor Signature/Date:
Printed Name:	Printed Name: