

AVDI Expense Reimbursement Form

Employee Name:

Expense Period
From:
To:

Job Location:

Business Purpose: (if applicable)

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST

SUBTOTAL \$ -

Less Cash Advance

TOTAL REIMBURSEMENT \$ -

Don't forget to attach receipts!

Employee Signature

Date

Approval Signature

Date

email completed form and supporting documents to paperwork@avdiusa.com Questions regarding reimbursement should be directed to paperwork@avdiusa.com. All requests for reimbursement

Terms of Use

© 2010 Vertex42 LLC. All rights reserved.

<http://www.vertex42.com/ExcelTemplates/reimbursement-form.html>

Limited Use Policy

You may make archival copies and customize this template for **personal use** or for your **company use**. The customized template (with your specific personal or company information) may be used and distributed

within your company or organization, but otherwise, this template or any document including or derived from this template **may NOT be sold, distributed, or placed on a public server such as the internet.**

You may not remove or alter any logo, trademark, copyright, hyperlink, disclaimer, terms of use, or other proprietary notice within the Software.

No Warranties

THE SOFTWARE AND ANY RELATED DOCUMENTATION ARE PROVIDED TO YOU "AS IS." VERTEX42, LLC MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AND EXPRESSLY DISCLAIMS ALL REPRESENTATIONS, ORAL OR WRITTEN, TERMS, CONDITIONS, AND WARRANTIES, INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT. WITHOUT LIMITING THE ABOVE YOU ACCEPT THAT THE SOFTWARE MAY NOT MEET YOUR REQUIREMENTS, OPERATE ERROR FREE, OR IDENTIFY ANY OR ALL ERRORS OR PROBLEMS, OR DO SO ACCURATELY. This Agreement does not affect any statutory rights you may have as a consumer.

Limitation of Liability

IN NO EVENT SHALL VERTEX42, LLC BE LIABLE TO YOU, FOR ANY DAMAGES, INCLUDING ANY LOST PROFITS, LOST SAVINGS, OR ANY OTHER DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING FROM THE USE OR THE INABILITY TO USE THE SOFTWARE (EVEN IF WE OR AN AUTHORIZED DEALER OR DISTRIBUTOR HAS BEEN ADVISED OF THE POSSIBILITY OF THESE DAMAGES), OR ANY MISTAKES AND NEGLIGENCE IN DEVELOPING THIS SOFTWARE, OR FOR ANY CLAIM BY ANY OTHER PARTY. THE ORGANIZATION, BUSINESS, OR PERSON USING THIS SOFTWARE BEARS ALL RISKS AND RESPONSIBILITY FOR THE QUALITY AND PERFORMANCE OF THIS SOFTWARE.

Some states do not allow the limitation or exclusion of liability for incidental or consequential damages, so the above limitation may not apply to you.

Some states do not allow the limitation or exclusion of liability for incidental or consequential damages, so the above limitation may not apply to you.