PALO ALTO STAFFING - REQUEST FOR REIMBURSEMENT
Temporary Employee's Expense Report

Please use this form to request reimbursement for eligible expenses approved by your direct supervisor. When you submit your expense report for payment, please attach all original receipts. Expenses will not be paid unless approved by your supervisor. All expense reports must be submitted with signatures and receipts within 30 days of when the expense occurred. *Effective January 1, 2009, gas is reimbursed at 55.0 cents per mile.*

Temporary Employee's Name

Client Company and Supervisor's Name

Daytime Telephone and/or email

- ❑ Check this box and complete below if you want your check mailed to a different address other than what is currently used for payroll.

Street Address _____*City*_____*State*_____*Zip*_____

Date	**Detail**	**Amount $**
	Total $_____._____	

Date _____ **Temporary Employee's Signature**_____

Date _____ **Supervisor's Signature** _____

Expenses will be reimbursed upon receiving a completed form along with the receipts. The expense check will be sent with your weekly paycheck unless instructed to do otherwise. All expense reports and receipts must be returned to Palo Alto Staffing by 12:00 p.m. on Tuesday. If received after 12:00 p.m. on Tuesday, the expense check will be sent with the following week's payroll. For any questions, please contact the Temporary Division at (650) 493-0223.