



**International Public Management Association  
for Human Resources**

*Southern Region*

## Expense Reimbursements

Forward completed form to the IPMA-HR Southern Region's Financial Officer:

**Jim Taylor**

**Assistant County Administrator**

**Hanover County, P.O. Box 470, Hanover, VA 23069**

**Phone: 804-365-6005 Fax: 804-365-6234 e-mail: [jptaylor@co.hanover.va.us](mailto:jptaylor@co.hanover.va.us)**

Payment To:

Mailing Address:

Purpose of Expenditure(s)/Explain:

- Vendor Payment
- Reimbursement for Expenses

### Itemized List of Invoices/Receipts

Attach all Invoices/Receipts

DATE	DESCRIPTION	TOTAL COST
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Payment Due:

**I hereby certify that expenses listed above were incurred as official business of the IPMA-HR Southern Region, and include only such expenses as were necessary in the conduct of Region Business.**

*Signature*

*Date*

To be completed by Financial Officer:

<b>Payment Type</b>	<input type="checkbox"/> Check Number	<input type="checkbox"/> Credit Card
<b>Date Paid</b>	<input type="text"/>	
<b>Amount</b>	<input type="text"/>	
<b>Account</b>	<input type="text"/>	