



# Hutchinson County

P.O. Box 850 Stinnett, Texas 79083 (806) 878-4015  
Leshia Krieg, County Auditor

## EXPENSE REIMBURSEMENT REQUEST

### EMPLOYEE TO BE REIMBURSED

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_

**ALL RECEIPTS MUST BE  
ATTACHED AND APPROVED  
BY THE DEPARTMENT  
HEAD/ELECTED OFFICIAL**

**Purpose of this purchase:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPENSES TO BE REIMBURSED		
LINE ITEM CODE	VENDOR	AMOUNT
		\$ -