

## TRAVEL EXPENSE REIMBURSEMENT REQUEST

[illegible]

I hereby certify that the expenses listed above are correct and were incurred in the official performances of my job.

**MAKE CHECK PAYABLE TO:**

11-4110-5589-01

Name: Jim Tate  
Address: 5 West Main Street  
Franklin, NC 28734

Date: 3/8/2018

Approved by: Derek Roland