




# HIGHLIGHTS FOUNDATION EXPENSE REIMBURSEMENT FORM

Have you been paid through Bill.com before? If so, and you don't have any changes, please simply add the date, your name, and the workshop (if applicable) below, and skip to the expenses section.

**DATE:**

**NAME:**

**WORKSHOP (if applicable):**

<p><b>NEW TO BILL.COM?</b></p> <p><i>(skip if you have a Bill account or are already set up for Highlights Foundation payments)</i></p>		<p>Please check which you prefer *</p> <p><input type="checkbox"/> An electronic payment</p> <p><input type="checkbox"/> A Check in the mail</p> <p><i>*We'll send you an email to set up a free account if you select an electronic payment. If you prefer a check, please make sure to fill out your address below.</i></p> <ul style="list-style-type: none"> <li>• Pay-to Name:</li> <li>• Address:</li> <li>• Email:</li> <li>• Phone:</li> </ul>
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## Expenses:

Description*	Amount
<small>*if you are being reimbursed for mileage, simply add the mileage below and we'll calculate the amount based on the current IRS reimbursement rate.</small>	
<b>Total</b>	<b>\$</b>

Please send this completed form to [travel@highlightsfoundation.zendesk.com](mailto:travel@highlightsfoundation.zendesk.com) and attach any receipts (travel or pre-approved other expenses). **We'd prefer one pdf document with this form and any receipts, if possible.**

QUESTIONS: email us: [support@highlightsfoundation.zendesk.com](mailto:support@highlightsfoundation.zendesk.com)