LegalAssets

Print, Sign and Submit Expense Report to:
Legal Assets
Fax: 202-318-0448 or
Email: timesheets@legalassets.com

Expense report

Name _____ Employee Signature _____ **PAY PERIOD:** From _____

Firm _____ Firm Signature _____ To _____

Date	Mileage		Parking	Taxi	Metro/Bus	Meal	Total
	Start/End Location	Miles X 0.445					
						Total	

GUIDE Reimbursements must be submitted, along with the corresponding timesheet, no later than two weeks after the expense date. Expense report must be signed by you and an authorized person at the firm. Receipts or copies of receipts must be legible and clearly show the date and amount. Please use the expense memo you are provided for your specific case to ensure your reimbursements qualify based on hours and time-of-day.