Lakeshore Talent Expense Payment Request Form

In order to reimburse you for your expenses, you will need to secure approval from your supervisor. Email this document, signed by both you and the employer, AND your expense receipt(s) to Courtney Hinkle, chinkle@lakeshoretalent.com. Expenses submitted without approval from your employer will not be paid out.

Please complete the details below:

Lakeshore Talent Employee Name _____

Expense Date	Expense Description	Amount

For Lakeshore Talent Employee: By signing below, I certify submitted expenses are accurate and reasonable expenses incurred with pre-approval.

_____ | _____

Lakeshore Talent Employee Signature Date

For Employers: By signing below, I approve the Lakeshore Talent Employee to be paid for the expenses submitted above. I understand my employer will be invoiced for these expenses.

_____ | _____

Employer Signature Date

STATEMENT OF PRIVACY
This document contains sensitive and proprietary information concerning the strategic nature of Lakeshore Talent and is not intended for public use.