



STAFF REIMBURSEMENT FORM

PRINTED NAME

- RECEIPTS MUST HAVE YOUR SIGNATURE AND CLIENT'S NAME ON THEM
- COST CENTERS/ACCOUNT MUST BE CORRECT BEFORE GIVING TO ACCOUNTING (See chart)
- FORMS MUST BE TURNED IN BY THE MONDAY OF PAYROLL WEEK BY 10:30AM

***Any forms that are filled out incorrectly, will be given back to staff to correct,
and may result in a delay in reimbursement***

****ANY RECEIPTS THAT ARE MORE THAN 30 DAYS OLD WILL NOT BE REIMBURSED****

Date	Expense Code	Cost Center	Business Name	Client's Name (No Initials)	Activity Total	Meal Total	Total All

The above reimbursement recorded is correct as shown.

Staff Signature

Date

Supervisor's Signature

Date

PALADIN COST CENTERS

100	Day Services – LaPorte County	600	Extended Services
105	Day Services - Lake County	810	TNP (Transportation)
300	RHS - LaPorte & Porter County	880	Imagination Station
301	RHS - Lake	890	Head Start
405	Earl Road	900	Admin & Support
415	Fifth St		
420	Royal Road		
470	Butterfly (Maint Only)		

PALADIN MOST USED EXPENSE CODES

6015	Bldg. & Grds Maintenance	7290	Safety Supplies
6050	Bldg. & Grds Supplies	7710	Vehicle Maintenance (list VIN#)
6075	Grounds Maintenance	7720	Vehicle Gasoline Usage
7120	Meals Purchased for Houses	7920	Postage
7130	Hygiene Supplies for Houses	7925	Shipping/Freight Costs
7150	Household Supplies for Houses	7930	Office Supplies
7170	Nursing Supplies for Houses	8360	Staff Training ITrain
7180	Pharmacy Supplies for Houses	8365	Staff Training *Medcore, CPI, AmReCr*
7210	Client Activities (Staff Reimburse)	8410	Recruitment Fees
7220	Staff Travel (Staff Reimburse)	8430	Staff Medical
7230	Staff Meal (Staff Reimburse)	8760	Conf, Conv, & Seminars
7225	Instructional Supplies	8810	Subscriptions / Publications
7240	Equipment Repair / Maintenance	8910	Membership Dues – Agency/Staff
7260	Minor Equipment		