

**Peaceful Valley Donkey Rescue**  
**Expense Reimbursement Request Form**



Employee Name:

Expense Date	RC# of Facility	Expense Type	Amount
<b>Total Expense</b>			

	4+ Hour Trip	Full Day Trip	Overnight Trip
<b>Domestic Rates</b>	\$ 15.00	\$ 35.00	\$ 45.00
<b>International Rate no kithen</b>			\$ 75.00
<b>International Rate with kithen</b>			\$100 per week