Instructions to Employees:

- 1. Fill out Expense Report (can edit PDF before printing) with Date, Description, Amount, and an "X" in the appropriate Expense Type
- 2. Tape each original receipt onto a full sheet of paper, and attach them to this report
- 3. Send Expense Report to: <u>suppliersupport@ebay.com</u> with the subject line "Manual Expense Submission"



North America Manual Expense Form

ame:					Home Address for Paper Check: *Required*						Purpose:					
ept:							eBay Company (i.e. eBay):									
ate:																
nter Exp	ense Reimbursement Items		Place "X" by Appropriate Expense Type													
Date	Description	Rcpt#	Amount	# of Miles Driven	Miles Reimbursement Amount (# of miles driven X)	Airfare	Car Rental	Hotel	Parking	Meals	Cellular	Employee Relations	Team Staff Events	Business Meals	Other	
OTAL A	MOUNT DUE EMPLOYEE															
imployee Signature:					Date:					Notes:						
Manager Approval Signature:					Date:											
Manager Approval Name (Print):					_											