



www.shaftsburyvt.gov

# Town of Shaftsbury

Municipal Offices at Cole Hall

PO Box 409  
61 Buck Hill Road  
Shaftsbury, VT  
05262-0409  
(802) 442-4038

## Employee Reimbursement Form

**\* Don't forget to attach receipts \***

**We are unable to reimburse tax.**

Date	Description	Billing Code	Amount

Subtotal: \_\_\_\_\_

Employee Name: (Please Print)  
\_\_\_\_\_

Department:  
\_\_\_\_\_

Total: \_\_\_\_\_

Employee Signature:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

Town Administrator Signature:  
\_\_\_\_\_

Date:  
\_\_\_\_\_