

## Participant-hired Worker Expense Report

- Instructions:**
1. Participant-hired worker completes expense information and attaches receipts.
  2. Participant-hired worker and participant employer sign at the bottom.
  3. **Applicable receipts and/or bank statements must be attached.** A copy of only the front of a written check is not an acceptable receipt.
  4. Before submitting, make sure the items are included in the participant employer's plan.

**Pay Period Begins (MM/DD/YYYY):** \_\_\_\_\_ **Pay Period Ends (MM/DD/YYYY):** \_\_\_\_\_

**Participant-hired Worker Number:** \_\_\_\_\_

**Print Participant-hired Worker Name:** \_\_\_\_\_

**Print Participant Employer Name:** \_\_\_\_\_

Date	Description	Service Code	Amount
<b>Total Amount:</b>			

**Participant-hired Worker Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Participant Employer or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_