



SAMPLE



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
		Total Amount:	

Participant-hired Worker Signature: John Doe Date: 6/23/2018

Participant Employer or Guardian Signature: John Smith Date: 6/24/2018