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**Subject:** Updated Employee Expense Reimbursement Form  
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The form on State Accountings web site has been updated to fulfill statutory requirements, 81-1174, to record the vehicle license number for personal vehicles used to generate a reimbursement request. This field and the 'authorized signature' field are required to be completed to support the reimbursement for the use of a privately owned vehicle to be used for official State business.

Thank You

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