



Carshare Alexandria!

Reimbursement Worksheet – Business Account

Corporate Membership

A. Membership fee paid \$ _____

B. Annual fee paid \$ _____

C. Total corporate annual and membership fees (add A and B) \$ _____

Employee Memberships

D. Membership fee paid per employee \$ _____

E. Reimbursable amount per employee (multiply D by .5) \$ _____

F. Number of new employee members _____

G. Total employee annual and membership fees (multiply E and F) \$ _____

Total amount requested (add C and G) \$ _____

Receipts must accompany reimbursement request.