

Expense Report

Please type or Print

NAME
Address
Address



PERIOD ENDING _____

Mileage Rate	\$0.55							
		Date	Date	Date	Date	Date	Date	Date
Miles Driven		0	0	0	0	0	0	0
Reimbursement								
Parking And Tolls								
Auto Rental								
Taxi / Limo								
Other (Rail Or Bus)								
Airfare								
TRANSPORTATION TOTAL								
Lodging								
Breakfast								
Lunch								
Dinner								
SUB-TOTAL MEALS								
LODGING & MEALS SUBTOTAL								
Supplies / Equipment								
Phone, Fax								
ENTERTAINMENT								
TOTAL PER DAY								

DETAILED ENTERTAINMENT RECORD					
DATE	ITEM	PERSONS ENTERTAINED BUSINESS RELATIONSHIP	PLACE NAME & LOCATION	BUSINESS PURPOSE	AMOUNT
PURPOSE OF TRIP				SUMMARY	
				TOTAL EXPENSES	
				LESS CASH ADVANCE	
				LESS COMPANY CHARGES	
				AMOUNT DUE EMPLOYEE	
				AMOUNT DUE COMPANY	

PREPARED BY _____ DATE _____

APPROVED BY _____ DATE _____