Expense Report

<-- Enter company name in cell to the left

NAME _____ **PERIOD ENDING** _____

								Totals
Miles Driven								
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	0.00
LESS CASH ADVANCE	
LESS COMPANY CHARGES	
AMOUNT DUE EMPLOYEE	0.00
AMOUNT DUE COMPANY	

PREPARED BY _____ DATE _____

APPROVED BY _____ DATE _____

Sample Preview