

## **Expense Report Form**

NAME							PROJECT				FROM:		то:	
										TRIP DATES:				
BUSINESS PURPOSE										ACCOUNT NUME	BER			
TRANSPORTATION										ALS (ITEMIZE BUSINESS)*** ENTER-				
DATE		PROJ			AUTO EXPENSES ***	LOCAL TAXI, CARFARE, TOLLS, ETC.		LODGING		ALS (ITEMIZE BUSINESS) * * *		TAIN- MISC.		TOTAL
			AIR, RAIL, BUS, ETC.	LIMOSINE, CAR RENTAL, ETC.					BREAKFAST	LUNCH	DINNER	MENT ***	* * *	TOTAL
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														Ψ0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														<b>\$0.00</b>
TOTALS			\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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								ENTERTAINMENT & BUSINESS MEALS ONLY ***						
		AUTOMOBILE EXPENSES ***					ENTERTAINM ENTERTAINED			MENT & BUSINESS MEALS	ONLY ***			
DATE	COST CODE	PROJ	MILEAGE	GAS, PARKING, REPAIRS, SERVICE	AMOUNT	PROJ	DATE	(NAME, COMPANY, TIT		LE)	PLACE		BUSINESS PURPOSE	
				SERVICE										
MISCELLANEOUS EXPENSES * * *							EXPE			SE SUMMARY			INSTRUCTIONS	
DATE	COST CODE	PROJ		DETAIL	AMOUNT	COMMENTS		TOTAL EXPENSES REPORTED		AMOUNT	DEDUCT FROM MY ADVANCE			
								TOTAL EXPENSES REPORTED LESS CASH			40.00	DEDUCT FRO	M MY ADVANCE	
											\$0.00			
											N		IL TO: XX	
								ADVANCE			\$0.00	NAME		
													NAME:	
					TOTAL DUE EMPLOYEE / EMPLOYER				\$0.00					
					LIVII LOTEE / EIVIFLOTEN									

Approved By: