



## EXPENSE REPORT

NAME  
DEPARTURE DATE

DESTINATION  
RETURN DATE

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Totals
MILES DRIVEN								
REIMBURSEMENT								
PARKING & TOLLS								
AUTO RENTAL								
TAXI/LIMO								
OTHER (RAIL OR BUS)								
AIRFARE								
<b>TRANSPORTATION TOTAL</b>								

LODGING								
OTHER								
BREAKFAST								
LUNCH								
DINNER								
<b>LODGING &amp; MEALS TOTAL</b>								

SUPPLIES/EQUIPMENT								
PHONE, FAX								
OTHER								
OTHER								
ENTERTAINMENT								
<b>TOTAL PER DAY</b>								

DETAILED ENTERTAINMENT RECORD					
DATE	ITEM	PERSONS ENTERTAINED & BUSINESS RELATIONSHIP	PLACE NAME & LOCATION	BUSINESS PURPOSE	AMOUNT
<b>PURPOSE OF TRIP</b>					

**If per diem is allowed receipts must be provided and excess allowance must be returned!**

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_