

Expense Report

← Enter company name in cell to the left

NAME

PERIOD ENDING

Miles Driven									Totals
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