



# EXPENSE REPORT

EMPLOYEE NAME: \_\_\_\_\_

CLIENT: PROJECT:

MONTH/YEAR:

IS THIS YOUR LAST *EXPENSE REPORT*? ☐ YES ☐ NO

DATE	LOCATION	LODGING	MEALS	TRANSPORT	RATE	DESCRIPTION /MISC ITEM	AMOUNT	DAILY TOTALS
TOTALS								

**COMMENTS/HANDLING INSTRUCTIONS:**

ADVANCE \$

LESS CURRENT EXPENSES	\$
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BALANCE DUE GEOTEMPS OR \$

BALANCE DUE EMPLOYEE \$

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CLIENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### INSTRUCTIONS FOR FILLING OUT EXPENSE REPORT

- Expenses are to be turned in regularly.

**-Tape** (not staple) all ORIGINAL receipts to an 8.5 x 11" sheet of paper in date order. Please don't overlap receipts.

- Write date of expense under **DATE**.
- All hotel charges are to go under **LODGING**.
- All restaurant and grocery receipts are to go under **MEALS**.
- All mileage, gas, car rental, airfare or other transportation costs go under **TRANSPORT**. Use the **RATE** column to list/identify the rate of reimbursement e.g. .54 per mile or 1 gas charge.
- All other expenses need to be explained in **DESCRIPTION/ MISC ITEM** and the amounts listed under **AMOUNT**.
- **DAILY TOTAL** column on the expense form is to be used to add all amounts horizontally and totals are also to be written down at the bottom of each column.
- Fax, scan and email or mail expense report with supervisor signature and receipts to the Geotemps' Reno office or your local branch. Faxed and emailed copies will be accepted as long as the receipts are readable. Expense reports with illegible receipts will need to be mailed.

**A CLIENT SIGNATURE MUST BE OBTAINED BEFORE SUBMITTING TO GEOTEMPS FOR REIMBURSEMENT.**