

Expense Report

Company Name:

Period Ending:

Employee Name:

Mileage Rate:

Detailed Expenses

Transportation								Totals
Miles Driven								
Reimbursement								
Parking and Tolls								
Auto Rental								
Taxi / Limo								
Other (Rail or Bus)								
Airfare								
Totals								

Lodging								Totals
Lodging								
Other								
Totals								

Food								Totals
Breakfast								
Lunch								
Dinner								
Snacks/Vending								
Totals								

Miscellaneous								Totals
Supplies / Equipment								
Phone, Fax								
Entertainment								
Other								
Other								
Other								
Totals								

Detailed Entertainment Record			
Date	Place Name & Location	Business Purpose	Amount

Summary of Expenses

Total Expenses	<input type="text"/>
Less Cash Advance	<input type="text"/>
Less Company Charges	<input type="text"/>
Amount Due to Employee	<input type="text"/>
Amount Due to Company	<input type="text"/>

Prepared By: Date:

Approved By: Date:

Trip Purpose:

*ANYTHING CLAIMED ON EXPENSE REPORT MUST HAVE A RECEIPT ATTACHED.