EXPENSE REPORT

NAME	DEPT. OR SALES OFFICE	REPORT DATE	DATE OF TRIP	FROM / /	TO / /
BUSINESS PURPOSE				ACCOUNT NO.	

DATE	TRANSPORTATION: AIR, RAIL, BUS, ETC.	TRANSPORTATION: LIMOUSINE, CAR RENTAL, ETC.	AUTOMOBILE EXPENSES ***	LOCAL TAXI, CARFARE, TOLL, ETC.	LODGING	MEALS (ITEMIZE BUSINESS ***): BREAKFAST	MEALS: LUNCH	MEALS: DINNER	ENTERTAINMENT ***	MISCELLANEOUS ***	TOTAL
SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT											
TOTAL											

EXPENSE REPORT

AUTOMOBILE EXPENSES ***

DATE	MILEAGE	GAS, PARKING, REPAIRS, SERVICE	AMOUNT

ENTERTAINMENT AND BUSINESS MEALS ONLY ***

DATE	ENTERTAINED (NAME, COMPANY, TITLE)	PLACE	BUSINESS PURPOSE	AMOUNT

MISCELLANEOUS EXPENSES ***

DATE	DETAIL	AMOUNT

EXPENSE SUMMARY

	AMOUNT
TOTAL EXPENSES REPORTED	
LESS CASH ADVANCE	
TOTAL DUE EMPLOYEE/EMPLOYER	

INSTRUCTIONS

☐ DEDUCT FROM MY ADVANCE

☐ MAIL TO:

9032

SIGNATURE _____ **EXPENSE REPORT** APPROVED BY _____ DATE _____