

EXPENSE REPORT



Name _____

Date _____

SUN MON TUE WED THU FRI SAT TOTAL TOTAL
CASH MC*

DATE									
TO									
FROM									
# MILES									
BFST									
LUNCH									
DINNER									
ENT									
TIPS									
HOTEL									
TOLLS									
CAR									
TAXI									
GAS									
PARK									
AIR									
TELE									
POST									
MISC									

MILEAGE @ .40		
TOTAL EXPENSES		
CASH ADVANCE (01-1622000)		
CASH RETURNED		
CASH DUE		

*Denotes MasterCard expenses

Travel Reasons _____

Approved by _____ Account # _____ Date _____