Expense Report

Name:

Department: _____

Manager: _____

DATE	DESCRIPTION	Air & Trans.	Lodging	Fuel / Mileage	Phone	Meals & Tips	Entertain ment	Other	TOTAL
									-
									-
									-
									-
									-
									-
									-
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SUBTOTAL $ -

ADVANCES

TOTAL REIMBURSEMENT **$ -**

Note: Mileage reinbursement for personal car = $0.54/mile if gas is not on company credit card.

Itemized Expenses or Description for "Other"

DATE	DESCRIPTION	Amount

Authorized By Date

For Office Use Only