**EXPENSE REPORT SUMMARY**

Total Expenses

Check Issued: Date #

Balance  Company  Employee

Less Charges to Company

Less Cash Advance

Date

Approval Signature / Title

Date

Signature / Title

Purpose of Trip

**AMOUNT**

**RECEIPT**

**ATTACHED**

**TOTAL # IN**

**PARTY**

**REASON ENTERTAINED**

**PERSON / TITLE**

**ENTERTAINED**

**ITEM**

**DATE**

**SUMMARY OF ENTERTAINMENT CHARGES**

Total Expenses / Day

Misc.

Tips

Phone / Fax

Laundry

Dinner

Lunch

Breakfast

Hotel

Air / Rail / Bus

Local Travel - Cab / Limo

Auto Rental

Parking and Tolls

Gas / Oil / Lube

Mileage at \_\_\_\_\_\_\_\_\_\_¢/mile

Total Travel Mileage

From To

From To

From To

From To

From To

From To

From To

From To

From To

From To

**SUNDAY**

**SATURDAY**

**FRIDAY**

**THURSDAY**

**WEDNESDAY**

**TUESDAY**

**MONDAY**

**TRAVEL MILEAGE FROM**

CITY TO CITY

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REPORTING PERIOD:**

FROM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRAVEL AUTHORIZED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_#\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BRANCH / REGION / ZONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPENSE REPORT**