

COMPANY INFORMATION:

WEEKLY EXPENSE REPORT

Starting Date: _____

Ending Date: _____

Employee: _____

Department: _____

PLEASE PRINT

| | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | TOTAL |
|--------------------------|--------|--------|---------|-----------|----------|--------|----------|-------|
| Month / Day: | / | / | / | / | / | / | / | / |
| Ending Odometer Miles: | | | | | | | | |
| Starting Odometer Miles: | | | | | | | | |
| Total Auto Miles: | | | | | | | | |
| Gas-Oil-Lube: | | | | | | | | |
| Parking and Tolls: | | | | | | | | |
| Auto Rental: | | | | | | | | |
| Local Cab or Limo: | | | | | | | | |
| Air-Rail-Bus: | | | | | | | | |
| Lodging: | | | | | | | | |
| Breakfast: | | | | | | | | |
| Lunch: | | | | | | | | |
| Dinner: | | | | | | | | |
| Laundry: | | | | | | | | |
| Phone, Etc.: | | | | | | | | |
| Tips: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Entertainment*: | | | | | | | | |
| Total Per Day: | | | | | | | | |

***Entertainment**

| | | |
|------------------------|------------------------|------------------------|
| Date: | Date: | Date: |
| Item: | Item: | Item: |
| Persons Entertained: | Persons Entertained: | Persons Entertained: |
| Business Relationship: | Business Relationship: | Business Relationship: |
| At: | At: | At: |
| Purpose: | Purpose: | Purpose: |
| Amount: | Amount: | Amount: |

Purpose of Trip

Purpose: _____

Remarks: _____

Summary

Total Expenses: _____

Less Cash Advanced: _____

Less Charges to Company: _____

Amount Due Me: _____

Amount Due Company: _____

Employee Signature: _____ Date: _____

Approved By: _____ Date: _____