# EXPENSE REPORT

| COMPANY NAME | DEPT. | APPROVAL |
|---|---|---|
| | | |

| WEEK ENDING |
|---|
| |

| NAME (Print) |
|---|
| |

## TRANSPORTATION

| DATE | FROM TO | COST OF TICKET | TAXI | BAGGAGE | CAR RENTAL | TOLLS, PARKING | GAS, OIL & SERVICE | NO. OF MILES | AT ___ ¢MI AMOUNT | OTHER (EXPLAIN) | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| | | | | | | | | | | TOTAL | |

## FOOD

| DATE | AMOUNT |
|---|---|
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| | |
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| | |
| | |
| | |
| | |
| | |
| | |
| **Total** | |

## ENTERTAINMENT

| DATE | NATURE & LOCATION | NO. IN PARTY | PERSONS ENTERTAINED, CO. | AMOUNT |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | TOTAL | |

## MISC.

| DATE | EXPLANATION | AMOUNT |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | TOTAL | |

## LODGING

| DATE | HOTEL | CITY | AMOUNT |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | TOTAL | |

## EXPENSE SUMMARY

| |
|---|
| TRANSPORTATION |
| FOOD |
| ENTERTAINMENT |
| MISC. |
| LODGING |
| TOTAL |
| **CASH** |
| CASH ADVANCE |
| ADDITIONAL CASH |
| TOTAL |
| TOTAL EXPENSE |
| CASH BALANCE |
| DEFICIT |

Signature _____