

TRAVEL EXPENSE REPORT ATTACH RECEIPTS FOR LODGING AND FOR EACH ITEM OVER \$25

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NAME					LOCATION								FOR WEEK ENDING							
DATE															DATE	DETAILS OF (*) EXPENDITURES			AMOUNT	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			EXPENSES TO BE PAID BY COMPANY	EXPENSES TO BE REIMBURSED TO EMPLOYEE									
FROM																				
TO																				
TO																				
AUTO-MILEAGE																				
AT ¢ PER MILE																				
LODGING																				
BREAKFAST																				
LUNCH																				
DINNER																				
AIR / RAIL / BUS																				
LOCAL CAB / BUS																				
AUTO RENTAL																				
GAS / OIL / LUBE												ACCTG. DISTRIBUTION								
PHONE / TEL.*												CASH ADVANCED	PERMANENT							
ENTERTAINMENT													TEMPORARY							
MISC GRATUITIES*												TOTAL EXPENSES		TO BE REIMBURSED						
TOLLS												BALANCE DUE	EMPLOYEE							
PARKING													COMPANY							
												BALANCE PAID								
DAILY TOTAL																				
SEND CHECK TO					SIGNED															
												WEEKLY TOTAL	APPROVED	VOUCHER NO.						
												←	DATE PAID	CHECK NO.						

ITEMIZED ENTERTAINMENT RECORD

[illegible]