

Expense Report

Name:	Date:
Purpose of Expense	

Date	City	TRAVELING EXPENSE DETAIL					Daily Total
		Hotel	Meals	Telephone Postage	Air Auto	Toll Parking	
TOTALS							

ENTERTAINMENT				
Date	Item	Place	Purpose	Amount
TOTALS				

AUTOMOBILE MILEAGE				
Date	Destination/City/Purpose	Begin	End	Mileage
Total Mileage				

x \$. mi

TOTAL

TOTAL REIMBURSEMENT DUE