



EXPENSE REPORT

All Amounts Recorded In U.S. Dollars

Employee Name: _____

Expense Report Number: _____

Client: _____

Project: _____

Expenses for Period: _____

Date	Places Visited	Air Travel	Lodging	Meals	Phone / Pager	Car Rental	Other Transport	Personal Car		Entertainment	Other	Total
								Mi/Km	Amount			
Total Expenses												

Prepaid Expenses

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I certify that the above report represents the reasonable and accurate cost of valid business related expenses. -Cash Advance

Travelers Signature: _____ Date: _____ =Amount Due To Traveler

I certify that I have examined the above report and to the best of my knowledge it represents reasonable and accurate business expenses. =Amount Due To Company

Managers Approval: _____ Date: _____ (Please Attach a Check)

REVISED: 9/28/98

DATE INPUT: _____

PD: \$ _____ # _____ DATE _____

BILLED: DATE _____ BY _____

EXPENSE REPORT

EXPENSE REPORT EXPLANATIONS

BUSINESS ENTERTAINMENT					
Date	Duration	Location	Business Discussion	Name, Title & Affiliation of ALL Guests	Amount

