

Expense Report

Name	Author~	Title	Title~	Department	Department~										
Reason for business travel		Reason~													
Date	Description/Location	Lodging	Transportation										Personal Auto rate x miles	Meal itemize bus meals on t	
			AirFare		Car Rental		Parking		Taxis		Tips & Tolls				
Date~	Appointment~														B L D =
Date~	Appointment~														B L D =
Date~	Appointment~														B L D =
Date~	Appointment~														B L D =
Date~	Appointment~														B L D =
Date~	Appointment~														B L D =
Date~	Appointment~														B L D =
Totals															
Signature						Date						Deduct Trav			
Approval Signature						Date						Net Total			

