**Expense Report** 

Nam e	Author~	Title	Title~	Departm ent	Department~
l	eason for business travel				

Date				Tra	ansportatio	on		Personal	Meal
	Description/ Location	/ Lodging	AirFare	Car Rental	Parking	Taxis	Tips & Tolls	Auto rate x miles	itemize bus meals on l
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								
Si	gnature	-	Г	Date			· · · ·	D	Deduct Trav
Approval			С	Date				N	let Total

Totals										
Signature			D	ate					Dec	duct Trav
Approval Signature			D	ate					Net	Total

	Entertainment and Business Meals								
Date	Name of Person(s) Entertained, Company, Title	Time and Place	Nature of Entertainm ent	Amount		% or \$ Allocated to Business			

Miscellaneous Expenses						
Date	Items	Amount				