

Choose Other Window to View Form

Using this Form: This is a standard, but flexible expense report form. You can change most of the items without unprotecting the worksheet. Meals are subtotaled separately to make tax calculations simpler at year end.

Entering Data: Enter the beginning date for the report in cell J24 using the DATE function or a label that Excel recognizes as a date. If you enter zero in E19, the mileage reimbursement line will be blank and you can use it for other purposes after erasing it.

Printing this Form: Click the printer tool in the toolbar or choose Print from the File menu.

Mileage Rate	\$0.24
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Enter Company Name here (e.g. XYZ Corp.)

NAME _____

PERIOD ENDING

[illegible]

DETAILED ENTERTAINMENT RECORD					
DATE	ITEM	PERSONS ENTERTAINED BUSINESS RELATIONSHIP	PLACE NAME & LOCATION	BUSINESS PURPOSE	AMOUNT
PURPOSE OF TRIP				SUMMARY	
				TOTAL EXPENSES	#VALUE!
				LESS CASH ADVANCE	
				LESS COMPANY CHARGES	
				AMOUNT DUE EMPLOYEE	#VALUE!
				AMOUNT DUE COMPANY	#VALUE!

PREPARED BY

DATE

APPROVED BY

DATE