

(Organization)

Travel Expense Report

Name: Thomas Buchanan
Address: 123 Main Street, Walnut Creek, CA 94511
Department: Marketing
Mail Check To: Above

Attach Receipts Required by Company Policy

Date: 4 January 90 5 January 90 6 January 90 7 January 90 8 January 90 9 January 90 **###**

Weekday: Sun Mon Tue Wed Thu Fri Sat

Travel from: Home Seattle Portland
To: Oakland Portland Oakland
To: Seattle Home
To:

Pers. Mileage:	25				25	25	
Personal Car:	5.00	0.00	0.00	0.00	5.00	5.00	0.00
Airfare:			68.00		53.00		
Rental Car:					71.15		
Bus/Limo/Taxi:	10.00	6.00	10.00				
Parking:					20.00		
Lodging:	74.67	74.67	68.13	68.13			
Breakfast:		5.00	4.00	5.00	3.00		
Lunch:		8.00	9.00		7.00		
Dinner:		15.00	12.00	11.00			
Telephone:	2.15		4.45	6.00			
Laundry:			6.85				
Entertainment:		20.00		40.00			
Photocopies		4.63					
Report Binders			14.00				
Postage				3.05			
Other							
Other							
TOTALS:	91.82	133.30	196.43	133.18	159.15	5.00	0.00

Details on Entertainment Expenses

Entertained	Purpose	Place	Amount
Ron Socolich - Cardew Printing	Review Proposal	Watson Inn	20
Miriam Lester - L. Sentinel Co.	Presentation	Hyatt Regency	40

Purpose of Travel

Seattle - Present Proposal 23V41
Portland - Introduce Generic Data to prospective client

For Accounting Department Use

Submitted by: Date:

Checked by:

Voucher #: Date: Check #:

Approved by: Date:

Remarks:

Recap		Distributio
		Account
Gross Amount:		718.88
Less Advance:		200.00
Net Amount:		518.88

NOTES:

This is a fairly straightforward travel expense report form which you can modify as needed for your business after inspecting its layout and formulas. Key formulas are contained in rows 15 and 32 and Column I.

Copyright 1987 Heizer Software

All Rights Reserved.

For Support Call: (415) 943-7667

Program No.: 40031

Rate/Mi

20

TOTALS

15.00
121.00
71.15
26.00
20.00
285.60
17.00
24.00
38.00
12.60
6.85
60.00
4.63
14.00
3.05
0.00
0.00
718.88

Date:

Date:

n

Amount