WINNING FORMS from KMT Software, Inc.

Choose Other Window to View Form

Form Name: EXPENSE REPORT

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

Expense Report

Enter Company Name here (e.g. XYZ Corp.)

NAME	PERIOD ENDING						
	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	
	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
MILES DRIVEN							
REIMBURSEMENT							
PARKING AND TOLLS							
AUTO RENTAL							
TAXI / LIMO							
OTHER (RAIL OR BUS)							
AIRFARE							
TRANSPORTATION TOTAL							
LODGING							
BREAKFAST							
LUNCH							
DINNER							
SUB-TOTAL MEALS							
TRAVEL & MEALS SUBTOTALS	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
SUPPLIES / EQUIPMENT							
PHONE, FAX							
ENTERTAINMENT							
TOTAL PER DAY	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUF!	#VALUE!	#VALUF!

		DETAILED EN	ITERTAINMENT REC	ORD
DATE	ITEM	PERSONS ENTERTAINED BUSINESS RELATIONSHIP	PLACE NAME & LOCATION	BUSINESS PURPOSE
		PURPOSE OF TRIP		
		SUMMARY		
				TOTAL EXPENSES
				LESS CASH ADVANCE
				LESS COMPANY CHARGES
				LESS COMPANY CHARGES
				LESS COMPANY CHARGES AMOUNT DUE EMPLOYEE

#VALUE!

#VALUE!

DATE

#VALUE!