

TRAVEL EXPENSE REPORT

Robert W. Spillman

Date 1984	Personal Miles	Car Amount	Air or Rail	Rental Car	Taxi, Bus Sub, etc	Hotel
-	-	-	-	-	-	-
Sun		0	\$0.00	0*	0*	0
		0	\$0.00	0*	0*	0
	1	0	\$0.00	0*	0*	0
-	-	-	-	-	-	-
Mon		0	\$0.00	0*	0*	0
		0	\$0.00	0*	0*	0
	2	0	\$0.00	0*	0*	0
-	-	-	-	-	-	-
Tues		0	\$0.00	0*	0*	0
		0	\$0.00	0*	0*	0
	3	0	\$0.00	0*	0*	0
-	-	-	-	-	-	-
Weds		0	\$0.00	0*	0*	0
		0	\$0.00	0*	0*	0
	4	0	\$0.00	0*	0*	0
-	-	-	-	-	-	-
Thur		0	\$0.00	0*	0*	0
		0	\$0.00	0*	0*	0
	5	0	\$0.00	0*	0*	0
-	-	-	-	-	-	-
Fri		0	\$0.00	0*	0*	0
		0	\$0.00	0*	0*	0
	6	0	\$0.00	0*	0*	0
-	-	-	-	-	-	-
Sat		0	\$0.00	0*	0*	0
		0	\$0.00	0*	0*	0
	7	0	\$0.00	0*	0*	0
-	-	-	-	-	-	-
TOTALS	0	\$0.00	\$0.00*	\$0.00*	\$0.00	\$0.00

Mile= Sunday Date= \$0.20 *=Charged 1

Prev Rpt= \$0.00
 Cash Adv= \$0.00
 Sub \$0.00
 Reimbur= \$0.00

Total	\$0.00
Cash Exp=	\$0.00
Owe Me=	\$0.00

TRAVEL EXPENSE WORKSHEET (LOTUS 123)

INSTRUCTIONS:

This spreadsheet calculates travel expenses by date and category.

1. Enter Sunday's date in cell D40.
2. Enter personal car mileage and travel expenses.
3. All airline and car rental expenses are assumed to be charged directly to the company and are automatically in the charged column.
4. Assign a charge distribution (percentage) in Q40 ... Q43.
5. Enter any cash advances, reimbursements and previous report expenses not yet settled in J37, J38, and J40.
6. Recalculate spreadsheet (or change default to auto recalc) **ONLY**

Meals inc tips	Tel & Telg	Other	TOTAL Cash	Charged
-	-	-	-	-
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
-	-	-	-	-
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
-	-	-	-	-
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
-	-	-	-	-
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
-	-	-	-	-
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
-	-	-	-	-
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
0	0	0	\$0.00	\$0.00
-	-	-	-	-
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-	-	-	-	-
	Checksum =		\$0.00	\$0.00
	18 April		TOTAL=	\$0.00
			0%	\$0.00

	0%	\$0.00
	0%	\$0.00
	0%	\$0.00
Sum=		\$0.00