



TRAVEL & EXPENSE REPORT

Employee Name

For Period Ended

DATE	DESTINATION or DESCRIPTION	PERSONAL		COMPANY VEHICLE		PERSONAL AUTO		TELE-	ENTERTAIN	BUSINESS	MISC. OTHER		TOTALS
		MEALS	LODGING	Gas/Oil	Maint/Reps	Miles	Amount	PHONE	MENT	Meals/Mtgs.	Amount	Description	
		B											
		L											
		D											
		B											
		L											
		D											
		B											
		L											
		D											
		B											
		L											
		D											
		B											
		L											
		D											
		B											
		L											
		D											
TOTAL EXPENSES													

Additional Explanation of Expenses:

-----Accounting Use Only-----

G/L Acct#	AMOUNT

LESS: Cash Advances dated _____

Balance Due Co. on Previous Reports.....

TOTAL DUE (COMPANY) / EMPLOYEE.....

Signature _____ / /

Approval _____ / /