

Weekly Expense Report

Employee Name: _____

Purpose: _____

Employee Phone: _____

Week Ending: _____

Transportation	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Total Auto miles x								
Gas, oil, maintenance								
Parking and tolls								
Auto Rental								
Taxi or Limo								
Other (air, rail, bus)								
Transportation Total								
Meals and Lodging								
Hotel, (including parking, tips)								
Breakfast								
Lunch								
Dinner								
Other meals								
Meals and Lodging Total								
Miscellaneous								
Laundry, cleaning								
Phone, fax, data								
Sundries								
Entertainment/Other (see below)								
Miscellaneous Total								
Per Day Total								
								Total Expenses:
								Advances:
								Total Reimbursement:

Itemized Expenses, Entertainment or Other Expenses				
Date	Description	Location	Business Purpose	Amount

Authorized by

Date