



## EXPENSE REPORT

Name \_\_\_\_\_ Sales # \_\_\_\_\_ Car # \_\_\_\_\_ Date \_\_\_\_\_

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
DATE								
								<b>WEEKLY TOTALS</b>

### TRANSPORTATION EXPENSE (Section A)

LODGING									
MEALS									
COMPANY CAR MILEAGE									
GASOLINE GALLONS									
GAS EXPENSE CASH									
GAS EXPENSE CHARGE									
PARKING / TOLLS									
POSTAGE									
CAR WASH									
MISC.									
<b>TOTAL SECTION A</b>									

### PERSONAL CAR EXPENSE (Section B)

MILES DRIVEN									
MILEAGE EXPENSE									
PURPOSE FOR USING PERSONAL CAR									
<b>TOTAL SECTION B</b>									

### ENTERTAINMENT EXPENSE DETAIL (Section C)

DATE	Place (Name & Location)	Persons Entertained (Titles/Relationships)	Business Purpose	Type of Expense (Itemized)	TOTAL
<b>TOTAL SECTION C</b>					

SUPERVISOR APPROVAL:	REVIEWED BY:

SECTION A TOTAL	
SECTION B TOTAL	
SECTION C TOTAL	
PAY TO EMPLOYEE	

FRIDAY P.M. ODOMETER READING	
MONDAY A.M. ODOMETER READING	
WEEKLY MILES DRIVEN	

**NOTE:** This report is submitted weekly. Receipts are required for all expenditures.