|  |
| --- |
| Expense Report |
| Name |       | Employee ID |       |
| E-mail |       | Department |       |
| Purpose |       | Approved by |       |
| Trip hours | Dates | Hours | How spent |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |
| Expenses | Dates | Details | Amount |
| Transportation |       | [ ] Air | [ ] Taxi | [ ] Rental car | [ ] Other | $      |
|  |       | [ ] Air | [ ] Taxi | [ ] Rental car | [ ] Other | $      |
|  |       | [ ] Air | [ ] Taxi | [ ] Rental car | [ ] Other | $      |
|  |       | [ ] Air | [ ] Taxi | [ ] Rental car | [ ] Other | $      |
| Own car |       | Mileage       | $      |
| Lodging |       | Location       | $      |
|  |       | Location       | $      |
|  |       | Location       | $      |
|  |       | Location       | $      |
| Meals |       |  | $      |
|  |       |  | $      |
|  |       |  | $      |
|  |       |  | $      |
| Conference fees |       | Purpose       | $      |
|  |       | Purpose       | $      |
| Other |       | Purpose       | $      |
|  |       | Purpose       | $      |
|  |       | Purpose       | $      |
|  |       | Purpose       | $      |
| Subtotal | $      |
| Less amount paid by company | $(     ) |
| Total amount owing to employee | $      |
| Signature | Date |
|  |  |

Please attach receipts for all listed expenses, sign the form and send to the Accounting Department.