Employee Expense Statement

Employee Information

Name	Dept.

Expense Period

From:	12/30/1899
To:	12/30/1899

OUT OF TOWN EXPENSES

Date	Account	Description/ Business Purpose: Where? What Hotel? Restaurant? What Purpose? Who With?	Hotel	Transport	Meals	Phone	Entertain.	Misc.	TOTAL
									0.00
									0.00
				$0.00					0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
Subtotal Out	of town		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00

LOCAL MILEAGE

Date	Account	Destination & Purpose: Where from? Where to? What Purpose?	Mileage						Total Mileage $
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
Subtotal Local Miles			0						0.00
								TOTAL	$0.00

Employee Signature: _____

Approval: _____