## Employee Expense Statement

### Employee Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
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### Expense Period

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

### OUT OF TOWN EXPENSES

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Subtotal Out of town: $0.00

### LOCAL MILEAGE

- Description/ Business Purpose: Where? Who With?
- Description/ Business Purpose: Where? Who With?
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<tr>
<th>Date</th>
<th>Account</th>
<th>Destination &amp; Purpose: Where from? Where to? What Purpose?</th>
<th>Mileage</th>
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Subtotal Local Miles: 0

Employee Signature: __________________________
Approval: __________________________

TOTAL: $0.00