

# Employee Expense Statement



**Employee Information**

**Expense Period**

Name \_\_\_\_\_ Dept. \_\_\_\_\_

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
<b>Subtotal Out of town</b>			\$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	
<b>Subtotal Local Miles</b>			0						0.00	
Employee Signature:			Approval:					<b>TOTAL</b>		<b>\$0.00</b>
_____			_____							