

Travel & Expense Report

Date:	
Employee:	
Location:	

DESCRIPTION	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL
AUTO RENTALS								
REPAIRS								
AIR FARE								
TRAIN								
TAXI-LIMO								
PUBLIC TRANSPORTATION								
HOTEL-MOTEL								
PHONE								
CELLULAR								
LAUNDRY								
BREAKFAST								
LUNCH								
DINNER								
TIPS								
ENTERTAINMENT								
COPY CHARGES								
FAX CHARGES								
FILM								
FILM PROCESSING								
OFFICE SUPPLIES								
OTHER:								
							TOTALS	

DATE - ITEM	LOCATION	Business Purpose	Business Name	Amount

Purpose of Trip		Summary	Amount
		Total Expenses	
		Less Cash Advances:	
Signature:	Date:	Less Charges to Co:	
Approved By:	Date:	Balance Due:	