

WEEKLY EXPENSE REPORT

WEEK ENDING: January 6, 1900

EMPLOYEE NUMBER: [REDACTED]

[REDACTED]

LOCATION: [REDACTED]

FOR COMPANY CAR USE ONLY	
MILEAGE AT END OF WEEK	[REDACTED]
MILEAGE AT BEGINNING OF WEEK	[REDACTED]

DATE: 06/21/11

WEEK -		01/01/00	01/02/00	01/03/00	01/04/00	01/05/00	01/06/00	Total Miles						
Traveled From -	FR:	FR:	FR:	FR:	FR:	FR:	FR:	0						
Traveled To -	TO:	TO:	TO:	TO:	TO:	TO:	TO:							
EXPENSE ITEM	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS						
1. Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
2. Lunch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
3. Dinner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
4. Hotel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
5. MISC.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
6. Taxi & Limo.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
7. Tips	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
8. Tel. & Tel.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
9. Travel Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
10. Entertainment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
12. Groceries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
13. Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
14. Gas & Oil	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
15. Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
TOTAL WEEKLY PERSONAL CAR MILEAGE ON COMPANY BUSINESS :				MILES @		\$0.50	PER MILE=	\$ -						
EXPLAIN PURPOSE OF TRIP(S):							TOTAL EXPENSE	\$ -						
[REDACTED]							LESS							
							TEMPORARY CASH ADVANCE							
							*ITEM CHARGED DIRECT TO CO.							\$ -
[REDACTED]							LESS TOTAL DEDUCTIONS	\$ -						
EXPLAIN BY ITEM NUMBER ANY UNUSUAL EXPENSE INCLUDING ITEMS 9,13 & 15														
[REDACTED]							NET AMOUNT DUE COMPANY	\$ -						