



Account	CC	Gross Amount

Date Ending: _____

Name: _____

Location: _____

Voucher # _____
Date: _____

Date	Travel Locations	Business Purpose	Postage	Travel Expense			Car Rental, Parking, Tolls, and Gas	Cell Phone	Company Car	Reimbursement of Personal Car Mileage		Total Expenses (Line Subtotal)
				Employee Meals	Lodging	Air Fare & Service Charges				No. of Miles	Amount	
TOTALS												

PREPARATION INSTRUCTIONS:

1. Whenever practical, submit all expenses incurred in connection with a particular trip on the same expense report.
2. Enter date in column (1) and enter each day's expense on a separate dated line. Enter city or cities visited in column (2) and also describe the business purpose for each trip in column(2).
3. Meals [column (4)] should cover only the employee submitting the report and meals of fellow employees while in travel status. Name these employees in column (2) and label as "EE" (employees).
4. The business purpose for business miles reimbursed must be identified in column (2); also enter mileage in column (10).
5. List all business meals and entertainment on page 2.
6. List all miscellaneous expenses on page 2.
7. Attach receipts for any expense of \$25 or more.

I hereby certify that I have incurred all of the above expenses on behalf of the company.		Business Meals and Entertainment	
Employee Signature		Miscellaneous Expenses	
Approval Signature		Less Expenses Charged to Company	
Date (Handwritten Signatures Only)		Balance Due Employee	

BUSINESS MEALS AND ENTERTAINMENT

Date	Name, Title, and Affiliation of Persons Included	Nature of Discussion and Business of Company Benefit to Be Derived	Name of Establishment	Amount
Total				

Note: Explanation of business meals and entertainment costs must clearly show:

- (1) The date of the business meal or entertainment;
 - (2) The business relationship of the persons entertained to the one incurring the expense;
 - (3) The business purpose and the nature of the business benefit expected to be derived from the business meal or entertainment;
 - (4) The place of the business meal or entertainment (name and address or location)
 - (5) The amount of each separate expenditure for the business meal or entertainment, except that such incidental items as taxi fares or telephone calls may be aggregated on a daily basis,
- Item (3) must be described in detail to avoid jeopardizing the deduction of the expenditure.

MISCELLANEOUS EXPENSES

Date	Name, Title, and Affiliation of Persons Included	Nature of Expense	Name of Establishment	Amount
Total				