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TRAVEL AND ENTERTAINMENT EXPENSE REPORT

NAME	EXTENSION	COMPANY NAME	COST CENTER	FOR WEEK ENDING
DESTINATION AND PURPOSE OF TRIP				

SECTION I	TRANSPORTATION							
AIRFARE								$ -
BAGGAGE TIPS								$ -
CAR RENTAL								$ -
TAXI/BUS								$ -
PARKING/TOLLS								
SECTION II	**LODGING**							
LODGING								$ -
TIPS								$ -
TELEPHONE								$ -
SECTION III	**MILEAGE**							
# OF MILES								
EXPENSE @ $.31/M		$ -	$ -	$ -	$ -	$ -	$ -	$ -
SECTION IV	**MEALS**							
BREAKFAST-$7								$ -
LUNCH-$8								$ -
DINNER-$19								$ -

SECTION V	ENTERTAINMENT DETAIL			
PLACE	DATE	PEOPLE	BUSINESS PURPOSE	AMOUNT

SECTION VI	MISCELLANEOUS DETAIL	
USE THIS SPACE FOR COMM		AMOUNT
	TOTAL	
TOTAL EXPENSES		

SECTION VII	REIMBURSEMENT SUMMARY	
		AMOUNT
TOTAL FROM ABOVE		
-MINUS CASH ADVANCE RECEIVED		
AMOUNT DUE ASSOCIATE		

ALL EXPENSES ON THIS REPORT WERE ACTUALLY INCURRED BY ME
WHILE PERFORMING COMPANY BUSINESS

SIGNED DATE

MANAGER APPROVAL DATE

OTHER APPROVAL DATE

ACCOUNTING USE ONLY			
ACCOUNT		AMOUNT	COST CENTER
6612023	GENERAL	$ -	
6612026	PER DIEM	$ -	
6612020	ENTERMNT		
	OTHER	$ -	

PRP'D BY DATE

OTHER APPROVAL