



# Employee Expense Report

<b>COMPANY NAME:</b>	<b>PAY PERIOD:</b>
<b>EMPLOYEE NAME:</b>	

**Automobile Expense**

Date	Mileage	Business Purpose	Date	Mileage	Business Purpose	
Total Miles _____ per mile					subtotal	

**Entertainment/Office Expenses**

Date	Business Relationship	Place/Purpose	Total
<b>Subtotal</b>			-

**Cash Expenditures**

Date	Business Relationship	Place/Purpose	Total
<b>Subtotal</b>			-
<b>Total of all expenses</b>			-

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_