



Employee Expense Report

COMPANY NAME:	PAY PERIOD:
EMPLOYEE NAME:	

Automobile Expense

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

Entertainment/Office Expenses

Date	Business Relationship	Place/Purpose	Total
Subtotal			-

Cash Expenditures

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

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____