Expense Report

Week/Date Range	
From:	
To:	

Name: _____

Job: _____

Purpose: _____

**Shaded cells are formulas; do NOT enter data in these

Note: Mileage reimbursement for personal car = 72.5 cents / mile

Date	Description	GL-CODE	Air & Trans.	Lodging	Fuel	# of Miles	$ Mileage	Phone & Internet	Meals	Job Expenses	Entertainment	Other	Total
1/1	Breakfast Supplies - Walmart (EXAMPLE)	5390								$14.82			$14.82
													$0.00
													$0.00
													$0.00
													$0.00
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													$0.00
													$0.00
													$0.00
													$0.00
												Total Reimbursement	$0.00

* Don't forget to attach receipts *

Submitted By Date

Authorized By Date