

Employee Name: _____

Office Location/Name: _____

EXPENSE REPORT

Dates Covered: _____ to _____

EXPENSE REPORT SECTION I: MISCELLANEOUS EXPENSES - RECEIPTS REQUIRED FOR ALL PURCHASES										
DATE	DESTINATION/PURPOSE	PERSONAL VEHICLE MILEAGE		OTHER TRAVEL	LODGING	EMPLOYEE MEALS	OTHER EXPENSES			
		MILES	AMOUNT	AMOUNT	AMOUNT	AMOUNT	CODE	DESCRIPTION	AMOUNT	
TOTALS FOR SECTION I			\$		\$	\$	TOTAL LINE \$			
RESOURCE CODES			5140130	5140135	5140115	5140205				
SECTION II: ENTERTAINMENT - RECEIPTS REQUIRED						SECTION III: RECAP				
GL # 5140205 = EMPLOYEE BUSINESS MEETING MEALS GL # 7212300 = CLIENTS, POTENTIAL CLIENTS/CANDIDATES ENTERTAINMENT/MEALS						ACTIVITY CODES				
DATE	PLACE	PEOPLE	CODE #	PURPOSE OF BUSINESS	AMOUNT	GL ACCOUNT #	COST CENTER	INTERNAL ORDER #	ASSIGNMENT CODE	TOTAL AMOUNT
									IO999999999	
							CG00	301	IO999999999	
							CG00	301	IO999999999	
							CG00	301	IO999999999	
							CG00	301	IO999999999	
							CG00	301	IO999999999	
TOTAL FOR SECTION II						\$	TOTAL EXPENSE			
EMPLOYEE'S SIGNATURE						DATE	LESS TRAVEL ADVANCE			
SUPERVISOR'S NAME (PRINT AND SIGN)						DATE	NET DUE EMPLOYEE			

(Please retain a copy for your records. Some frequently used resource codes are listed, but you are not limited to using these.)

