

BUSINESS EXPENSE REPORT

LINE	ITEM/EXPLANATION	SUN/	MON/	TUES/	WED/	THURS/	FRI/	SAT/	TOTALS
1	Inner-City Travel, From								
2	Inter-City Travel, To								
3	Inter-City Travel, To								
4	Personal Auto Miles								
5	At _____ Cents Per Mile								
6	Via Plane [] Train [] Bus [] Other []								
7	Local Trans. - Cab, Limo, Bus								
8	Parking - Tolls, Etc.								
9	Lodging - Hotel, Motel								
10	Personal Meals - Breakfast								
11	Personal Meals - Lunch								
12	Personal Meals - Dinner								
13	Phones, Wires, Postage								
14	Laundry, Cleaning, Etc.								
15	Other								
16									
17									
18									
19	Entertainment (detail below)								
20	TOTALS FOR EACH DAY								
	Second Sheet Attached []								

21	WHEN Date	WHO was entertained? Persons or Group? Names?	WHAT Meal, Show Games	WHERE Name Restaurant or other	WHY Business purpose or reason for	ENTERTAIN TOTAL
E						
N						
T						
E						
R						
T						
A						
I						
N						

TOTAL FOR WEEK
Less Charges to Company
Less Cash Advanced
Amount Due
Approved By _____
Date _____ Account # _____

I certify this statement is accurate as to actual & necessary business expenses _____ Date _____

BUSINESS EXPENSE REPORT

Page 2

Date _____

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BUSINESS EXPENSE REPORT

Name _____ Date of Submission: (must be submitted within 60 days of meeting date) _____

Date of Meeting: _____ Meeting Name: _____

Pertinent Facts Discussed: _____

What did you glean from the meetings? _____

Was this meeting valuable? _____

Any Actions Approved or To Be Recommended: _____

Impact on BNAR: _____

Identify Position in Organization: Officer Local Director State Director Delegate National Director