

Expense Report

Employee Name

Purpose

Employee Signature



Please submit expense reports within 30 days of occurrence

[illegible]

All expense reports are subject to audit.

Advances	\$0.00
Total Remainder	\$0.00

*** Don't forget to attach receipts ***

Itemized Expenses or Description for "Other"

Date	Description	Amount
		\$0.00

For Office Use Only	
Rate Per Mile	\$0.670
For Period	From 1/01/00 to 1/01/00
Total Mileage	0
Mileage Reimbursement	\$0.00
Total Remainder	\$0.00
Advances	\$0.00
Total Reimbursement	\$0.00

MANAGER APPROVAL: _____ DATE _____

AUTHORIZED BY: _____ **DATE** _____