

# EXPENSE REPORT

Name	MAIL CHECK TO:	WEEK ENDED: _____	(Signature)
Street			(Title)
City	State	Zip	(Assignment)

Enter Date	SHOW LOCATION AND TRAVEL FROM - TO	Transportation (Air, Ferry, taxi, etc. Attach Receipt)	Hotel ( Attach Receipt)	Per Diem (Based on travel status; receipt not needed)	Auto Expense (Personal Car)	Entertainment Expense		Other (Explain & Attach Receipts as Required)	
						Number of people	Amount	Description (Use Supplemental Page If Needed)	Amount
Sun									
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
<b>Totals</b>		\$ -	\$ -	\$ -	\$ -		\$ -		\$ -

<p><b>PLEASE INCLUDE ALL SUPPORTING DOCUMENTS; BOARDING PASSES, HOTEL RECEIPTS, PARKING / TAXI RECEIPTS, ETC.</b></p> <table style="width:100%;"> <tr> <th style="width:50%;">TRAVEL STATUS</th> <th style="width:50%;">MEAL ALLOWANCE</th> </tr> <tr> <td>Midnight - 10 a.m.</td> <td>Breakfast \$9.00</td> </tr> <tr> <td>10 a.m. to 3 p.m.</td> <td>Lunch \$11.00</td> </tr> <tr> <td>3 p.m. to Midnight</td> <td>Dinner \$22.00</td> </tr> </table>	TRAVEL STATUS	MEAL ALLOWANCE	Midnight - 10 a.m.	Breakfast \$9.00	10 a.m. to 3 p.m.	Lunch \$11.00	3 p.m. to Midnight	Dinner \$22.00	<p><b>MILEAGE</b></p> <p>ENDING _____</p> <p>STARTING _____</p> <p>TOTAL miles _____ x IRS rate _____ = _____</p> <p style="text-align: center;">2008 rate is .505</p>	<table style="width:100%;"> <tr> <td>Total Expenses</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Less Items Direct Billed</td> <td style="text-align: right;">\$ ( _____ )</td> </tr> <tr> <td>Net Expenses</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Reimbursement</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	Total Expenses	\$ _____	Less Items Direct Billed	\$ ( _____ )	Net Expenses	\$ _____	Reimbursement	\$ _____
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