Employee Name:	Manager's Approval:

Date	Project Number	Project Name and Location	Personal Auto Expense					Other travel: Lodging, etc	Total Travel	Meals and Entertainment Expenses*	Total Expenses
			Odometer Reading		Over-ride total miles	Total Miles	Mileage cost 0.550 per mile				
			Beginning	End							
						0	$ -		$ -		$ -
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-		-		-
						0	-	-	-		-
						0	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Company Charge Card Receipts		-
Cash advanced to employee		-
Balance due to Company		**$ -**
Balance Due to Employee		**$ -**

- Please attach all receipts to the back of this form.
- This form must be signed by your manager in before it is submitted to Accounts Payable.

*All meals and entertainment costs should be separated from other costs.
Also: Please write the business purpose on each receipt (& proj. # if applicable). For example: If you're eating while out of town on business, write the name of the town you're in. If it's a business meeting, write the purpose of the meeting and the people in attendance.

Proposed Journal Entry:		
Travel Expense	$ -	
Meals and entertainment	-	
Company credit card payabl		-
Employee Advance		-
Accounts Pay. - Employee		$ -

I hereby certify that I have incurred all the expenses above on behalf of the company, and that they are directly related to and/or associated with the active conduct of the company's business.

Employee (signature):	**Date signed:**