NAME: _____ PERIOD: _____

EXPENSE REPORT

ITEMIZED AUTO EXPENSE

Date	Destination Mileage/Parking/Tolls	Amount

MEALS & ENTERTAINMENT EXPENSE

Date	Name of Person(s) Company	Meeting Purpose	Meeting Location	Amount

BUSINESS PROMOTION EXPENSE

Date	Description	Amount

OFFICE SUPPLIES EXPENSE

Date	Description	Amount

MISCELLANEOUS EXPENSE

Date	Description	Amount

TOTAL EXPENSES

Category	Amount
Auto	
Meals	
Promo	
Supplies	
Misc	
GRAND TOTAL EXPENSES	

Signature Date