

SAMPLE MONTHLY EXPENSE REPORT

NAME: _____

MONTH/YEAR: _____ APPROVED BY: _____

DATE	TRAVEL TIME	PURPOSE OF EXPENSE	MILES DRIVEN	MILEAGE (.56/MILE)	LODGING	AUTO	PARKING	MEALS	OTHER	TOTAL	ACCOUNT SUMMARY	
											#-No.	\$-AMT.
TOTALS												

FOR ACCOUNTING USE ONLY