## **MONTHLY EXPENSE REPORT**

| NAME:       |              |
|-------------|--------------|
| MONTH/YEAR: | APPROVED BY: |



|      | E E    |                       |                 |                        |         |      |         | ACCOUNT<br>SUMMARY |       |       |                |         |
|------|--------|-----------------------|-----------------|------------------------|---------|------|---------|--------------------|-------|-------|----------------|---------|
| DATE | TRAVEL | PURPOSE<br>OF EXPENSE | MILES<br>DRIVEN | MILEAGE<br>(.535/MILE) | Lobging | Апто | Parking | MEALS              | ОТНЕК | TOTAL | #- <b>N</b> o. | \$-Амт. |
|      |        |                       |                 |                        |         |      |         |                    |       |       |                |         |
|      |        |                       |                 |                        |         |      |         |                    |       |       |                |         |
|      |        |                       |                 |                        |         |      |         |                    |       |       |                |         |
|      |        |                       |                 |                        |         |      |         |                    |       |       |                |         |
|      |        |                       |                 |                        |         |      |         |                    |       |       |                |         |
|      |        |                       |                 |                        |         |      |         |                    |       |       |                |         |
|      |        |                       |                 |                        |         |      |         |                    |       |       |                |         |
|      |        |                       |                 |                        |         |      |         |                    |       |       |                |         |
|      |        |                       |                 |                        |         |      |         |                    |       |       |                |         |
|      |        |                       |                 |                        |         |      |         |                    |       |       |                |         |
|      | TOTALS |                       |                 |                        |         |      |         |                    |       |       |                |         |

FOR ACCOUNTING USE ONLY