

# MONTHLY EXPENSE REPORT



NAME: \_\_\_\_\_

MONTH/YEAR: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

DATE	TRAVEL TIME	PURPOSE OF EXPENSE	MILES DRIVEN	MILEAGE (.54/MILE)	LODGING	AUTO	PARKING	MEALS	OTHER	TOTAL	ACCOUNT SUMMARY	
											#-NO.	\$-AMT.
TOTALS												

FOR ACCOUNTING USE ONLY