

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 | |
|--------|----------------|-----------------------|-----------------|-----------------------|---------|------|---------|-------|-------|-------|--------------------|---------|
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| TOTALS | | | | | | | | | | | | |

FOR ACCOUNTING USE ONLY