

## TRAVEL EXPENSES FORM

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Dept: \_\_\_\_\_

Project Name: \_\_\_\_\_ Period form: \_\_\_\_\_ To: \_\_\_\_\_

ACH

Project Number: \_\_\_\_\_ System Soft Technologies LLC INC

Mail Check

### Expenses using Personal card

Date	Client Locations/Purpose	Personal Auto \$0.50/Mile		Air Fare	Hotel	Auto Rental Tolls, parking Taxi, Gas	Client Entertainment	Miscellaneous	Total Cash
		Miles	Amount						
	<b>TOTAL EXPENSES</b>								

### Expenses using AMEX card

Date	Client Locations/Purpose	Air Fare	Hotel	Auto Rental Tolls, parking Taxi, Gas	Client Entertainment	Miscellaneous	Total Cash
	<b>TOTAL EXPENSES</b>						

By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Total Expenses Using Personal Card	
Total Expenses Using AMEX Card	
Cash Advance	
<b>AMOUNT DUE:</b>	

I certify this statement is accurate as to actual and necessary business expenses.