

Project Number: _____ System Soft Technologies LLC INC Mail Check

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						
	TOTAL EXPENSES								

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

Approved: _____ Date: _____

Total Expenses Using Personal Card	
Total Expenses Using AMEX Card	
Cash Advance	
AMOUNT DUE:	

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