

TRAVEL EXPENSES FORM

Name: Location:						Dept:			
Project Name: Project Number:		Period form: To: System Soft Technologies LLC INC					ACH Mail Check		
	Miles	Amount	Air Fare	Hotel	Tolls, parking Taxi, Gas	Entertainment	Miscellaneous	Total Cash	
	TOTAL EXPENSES								
Expenses	using AMEX card				T		1		
Date	Client Locations/Purpose		A	Air Fare	Hotel	Auto Rental Tolls, parking Taxi, Gas	Client Entertainment	Miscellaneous	Total Cash
	TOTAL EXPENSES								
				Total Evponsos	Using Dorsonal	Card			
Bv.	D-1	e:		Total Expenses Using Personal Card Total Expenses Using AMEX Card					
By:	Dat			Cash Advance					
Approved: Date:				AMOUNT DUE:					
Approved				I certify this statement is accurate as to actual and necessary business expenses.					

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