

# 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						
	TOTAL EXPENSES								

## Expenses using AMEX card

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

By: _____ Date: _____  Approved: _____ Date: _____  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.