

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.