TRAVEL EXPENSES FORM

cgs computer global solutions

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						

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

By: _____   Date: _____

Approved: _____   Date: _____

Approved: _____   Date: _____

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

Version (1.2.1) 01-15