

USA (001), MFD (003), CON (004), MFM (005)  
EMPLOYEE EXPENSE REPORT for 2021

Instructions: This form is to be completed monthly. Receipts must be numbered and securely taped (around all four sides of the receipt) to a letter sized paper (for any receipt smaller than a 8 1/2 x 11) and stapled behind this form.

NAME Courtney Morgan-Voyce 06/30/2021 emp exp DATE 6/30/2021

NOTE: This top portion is for mileage expense only.

format (XX-XXXXXX-XX)						
DATE	K-CO	JOB #	COST CODE	DESCRIPTION	MILEAGE	AMOUNT
6/1/21	5	005	60-604500-00	Harvest to Pick up Computers	19	\$ 10.64
6/11/21	5	005	60-604500-00	Trader Joes & Target for Return to Office Flowers	26	\$ 14.56
6/15/21	5	005	60-604500-00	UPS Store to Ship Awards	9	\$ 5.04
6/28/21	5	005	60-604500-00	Bass Pro Shop	10	\$ 5.60
6/30/21	5	005	60-604500-00	Dollar Store, Costco & Raleys for Office Event	18	\$ 10.08

TOTAL MILEAGE 82  
x 56 cents per mile \$ 45.92  
Subtotal \$ 45.92

RECEIPT #	DATE	K-CO	JOB #	COST CODE	DESCRIPTION	AMOUNT
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Subtotal \$ -  
GRAND TOTAL \$ 45.92

Employee Signature:

Supervisor Signature: Victoria Critchfield 06-30-2021 | 4:36 PM PDT