



expense report

FOR RECORDING I.R.S. DATA

Name: _____ Terr. or Dept. _____ Date of Report: / /
 Purpose of Trip: _____ From / /
 Date of Trip: To / /

ITEM	EXPENSE	SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	ITEM TOTALS
* 1	TRANSPORTATION (\$25. Or Over Att. Receipt)								
* 2	TAXI - LIMOUSINE - CARFARE								
3	HOTEL (Attach Receipt)								
4	MEALS (Personal Use Only No. 11 For Other)								
5	TELEPHONE - TELEGRAM								
6	LAUNDRY - VALET SERVICE								
* 7	OTHER AUTO (Parking - Tolls Service - Repairs)								
8	TIPS - CHECKING - OTHER								
9	POSTAGE								
*10	MISCELLANEOUS & GIFTS								
*11	ENTERTAINMENT								
DAILY TOTALS →									

NON-REIMBURSED EXPENDITURES (PERSONAL RECORD)				ACCOUNTING				Amt. Advance
SUN.				REMARKS:				\$
MON.								\$
TUES.								Exp. Above
WED.								\$
THU.								\$
FRI.				CHECKED BY:				Difference
SAT.				APPROVED BY:				
Total				DATE:				\$

* EXPLAIN BELOW IN DETAIL

ITEM		SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.
1	FROM							
	TO							
	TO							
	TO							
	AUTO MILEAGE							
2	FROM							
	TO							
	FROM							
	TO							
	FROM							

ITEM	DATE	AUTO—Parking, Tolls, Service, Repairs	AMOUNT	ITEM	DATE	ENTERTAINMENT—Show Customer Name & Title, Amt., Place & Business purpose.—\$25. or over Att. Recpt.	AMOUNT
7				11			
10		MISC. - Show Name, Cost, Purpose - \$25. Or Over Att. Recpt.					

Signed: _____ Approved by: _____ DATE / /

PTT CORPORATE EXPENSE REPORT

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Submission by Tristan R.
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