

EXPENSE REPORT

WEEK ENDING SUNDAY:				NAME				
	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
PROJECT #								
FOREMAN INT								
1 OILLWALL HAT	<u> </u>	COI	I MPANY CH	ARGED EX	(PENSES	<u> </u>	<u> </u>	
AIRFARE:								
LODGING:						1		
CAR RENTAL:						1		
GAS / OIL:				1		<u> </u>		
BUS MEALS:				1		1		
MATERIALS:						1		
OTHER:								
CASH EXPENSES								
LODGING:								
GAS / OIL:								
PARKING / TOLLS:								
POSTAGE:								
MATERIALS PIPING:								
MATERIALS ELECT:								
MATERIALS OTHER:								
MILEAGE CTS:								
BUS MEALS								
EXPLANATION OF PROMOTIONAL EXPENSES - MEALS						CASH EXPENSE		
NAMES	FIRM NAME		DATE	AMT	-	LESS TEMP ADV		
						AMT DUE EMP		
						AMT DUE CO		
						APPROVA	AL	