



### EMPLOYEE BUSINESS EXPENSES

Name: \_\_\_\_\_

#### Round Trip Business Mileage:

<u>Date</u>	<u>Purpose</u>	<u>Mileage</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Miles \_\_\_\_\_ X \_\_\_\_\_ per mile = \_\_\_\_\_

#### Other Business Expenses: (Please be specific)

	<u>Date</u>	<u>Amount</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____

TOTAL OTHER EXPENSES \_\_\_\_\_

Signature \_\_\_\_\_

TOTAL MILEAGE EXPENSE \_\_\_\_\_

Date \_\_\_\_\_

SUBTOTAL \_\_\_\_\_

Approved: \_\_\_\_\_

ADVANCE PAYMENT \_\_\_\_\_

Paid \_\_\_\_\_

VOUCHER TOTAL \_\_\_\_\_