



Weekly Expense Report

Name: _____

Week Ending: 10/9/2011

Location: _____

DATE / SCHEDULES								
Dates:	10/3/11	10/4/11	10/5/11	10/6/11	10/7/11	10/8/11	10/9/11	
From								
To								
To								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals

TRANSPORTATION									
Auto Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Auto Park / Tolls	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Auto Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
							6310-000	Subtotal	\$ -

TRAVEL									
Hotel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Lunch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Dinner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
							6280-000	Subtotal	\$ -

ENTERTAINMENT									
Meals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
							6140-000	Subtotal	\$ -

OTHER								
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							Subtotal	\$ -

Total Expenses \$ -

Speedometer Reading End of Period		Less Personal Mileage X Rate	
Speedometer Reading Start of Period		Less Transportation Charged to MDI	
Total Mileage for Period		Less Cash Advances	
Business Miles			
Personal Miles		Amount Due Employee	\$ -

EXPLANATION OF ENTERTAINMENT, TRIP, OTHER EXPENSES

Date	Individuals	Company Name	Place of Entertnmnt	Purpose	Amount

Employee Signature _____ Date 10/6/11 Approved by: _____ Date / /

Accounting Approved by: _____ Invoice Number _____

Attach all bills and receipts required by this report