Auto Expense Travel Report

| Date | | | | | | | | |
|-------------------------|-------------|-----------|----------|---|-----------------|---------|-----------|------------|
| Employee Name | | | | | Completed By | | | |
| Location Dept. | | | | | Audited By | | | |
| Address | | | | | Purpose of Trip | | | |
| City State ZIP | | | | | Approved By | | | |
| Phone | | | | | Approved By | | | |
| | | | | | | | | |
| Date | Travel From | Travel To | Odometer | | | Total | - (7.50) | |
| | | | Start | E | nd | Mileage | Rate/Mile | Amount Due |
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| | | | | | | | | |
| Total | | | | | | | | |
| Less Cash Advance | | | | | | | | |
| Less Charges to Company | | | | | | | | |
| Total Balance Due | | | | | | | | |