Sales Expense Report

Date											
Employee Name					For Week Ending						
Address					Purpose of Trip						
City State ZIP					Approved By						
Territory		Zone	Approved By								
Total Expenses		Less Cash Advances			Less Charges				Payment Due		
			Detai	il of Dai	ly Expe	nses					
Item		Mon	Tue	W	ed	Thu	Thu Fri		Sat	Sun	
Mileage x	x (\$0/Mi)										
Gas, Oil,	Lube										
Parking, Tolls											
Auto Rental											
Taxi, Bus, Limo											
Air, Railway											
Hotel											
Breakfast											
Lunch											
Dinner											
Laundry											
Phone											
Misc. Tips											
Entertainment											
Total Daily Expenditure											
			Summary o	f Entert	ainment	Expenses	_ 				
Date	Item	Who		Rea					ot Received	Amount	
	 	+								 	