



Replace with your logo

DATE	EMPLOYEE #	TRIP PURPOSE	APPROVED BY
3/19/2007	5874	Convention	

Auto Expense Report

Your Business Name Here
12 N 2nd Avenue
Some Town, USA 02555
 Phone: (201) 555-1212

EMPLOYEE INFORMATION
Name: Sam Adams
Address: 123 Some St. Apt 234
City, ST Zip: Any Town, MS 12345-5544
Department: Marketing

DATE	- TRAVEL -		ODOMETER		TTL MILES	RATE/MILE	TRIP AMT
	From	To	Start	End			
2/1/2007	My Town	Next Town	125336	125871	535	0.31	165.85
2/3/2007	Next Town	My Town	125871	126406	535	0.31	165.85

SUB TOTAL	\$ 331.70
LESS COMPANY ADVANCE	\$ 100.00
LESS CHARGE TO COMPANY	\$ 50.00
TOTAL AMOUNT DUE >>>	\$ 181.70