

NAME: \_\_\_\_\_

DATES: start \_\_\_\_\_ end \_\_\_\_\_

↓ = Itemize Below

DAY	CITY/ STATE	LODGING	TRANSPORTATION		AUTO /CAR EXPENSE ↓		MEALS ↓			LOCAL (taxi, subway, tolls, etc.)	ENTERTAINMENT ↓		MISC. ↓	DAILY TOTAL	
			Air, rail, etc.	Car Rental			Breakfast	Lunch	Dinner						
MON		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TUES															
WED															
THURS															
FRI															
SAT															
<b>TOTALS</b>															

TOTAL EXPENSES		
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**ENTERTAINMENT AND BUSINESS MEALS**

DATE	PEOPLE/COMPANY ENTERTAINED	PLACE	PURPOSE	AMOUNT

**MISCELLANEOUS EXPENSES**

DATE	ITEMS	AMOUNT
		\$

**AUTOMOBILE/CAR EXPENSES**

DATE	MILEAGE (gas, parking repairs, etc.)	AMOUNT
		\$