

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
INSERT DATES AS APPLICABLE:								
Airfare								
Auto Rental								
Lodging								
Meals								
Parking and Tolls								
Registration Fee (Conferences, etc.)								
Taxi/Limo								

DETAILED ENTERTAINMENT RECORD				
Date	Persons Entertained & Business Relationship	Place Name & Location	Business Purpose	Amount
Total				

DETAILED PERSONAL CAR MILEAGE RECORD				
Date	Destination (To-From)	Business Purpose	Miles	Amount (Miles X .585)
Total				

MISCELLANEOUS EXPENSE REIMBURSEMENT		
Date	Description & Business Purpose	Amount
Total		