

WEEKLY TRAVEL AND ENTERTAINMENT REPORT

Name _____

Date: _____

	Initials	Date
Prepared by:		
Approved by:		

Expenses	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
1 Travel expenses								
Airlines								
Excess baggage								
Bus, train								
Cab, limousine								
Tips								
Porter								
2 Meals/lodging								
Breakfast								
Lunch								
Dinner								
Hotel/motel								
3 Entertainment (See Schedule C)								
4 Other expenses								
Postage								
Telephone/telegraph								
Stationery/printing								
Stenographer								
Sample room								
Advertising								
Assistant(s)/model(s)								
Trade shows								
5 Car expenses (List all car expenses. Division between business and personal expenses may be made at the end of the year.) (Detail mileage in Schedule A)								
Gas/oil/lube/wash								
Repairs/parts								
Tires/supplies								
Parking fees/tolls								
6 Other (specify)								
7 Total expenses	0	0	0	0	0	0	0	0

* Attach receipted bills for (1) ALL lodging and (2) any expenses of \$75.00 or more.

Total expense(s)		0
Less cash advances		
Less personal expense(s)		
Less amounts on company credit card		
Balance due		0

Expenses		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Schedule A - Car									
Odometer:	End								
	Start								
	Total	0	0	0	0	0	0	0	0
Business mileage									0
Schedule B - Lodging									
Hotel or motel	Name								
	City								

Schedule C - Entertainment					
Date	Item	Place	Amount	Business Purpose	Business Relationship