RESET FORM

Employee's Name	
Today's Date:	
Trip to:	
Departure Date:	
For Week Ending:	

Itemization of Deductible Expense	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Your Money	Charged to Co.	Cash Summary
Perdiem										
Breakfast ($7.00)									$	Cash at Start
Lunch ($9.00)									$	Cash from Company
Dinner ($14.00)									$	
Lodging								$	$	Total Cash on Hand
Transportation								$	$	Total Expenses
Auto Rentals								$	$	
Aircraft Fuel								$	$	
Auto Repairs								$	$	Cash Balance on Hand
Gas, Oil, Lube, Wash								$	$	
Parking Fees & tolls								$	$	Deficit (Amount the Co.owes)
Local Phone Calls								$	$	Mail Check to:
Long Distance Phone Calls								$	$	Name:
Cab/ Local Fares								$	$	Address:
Postage Supplies								$	$	Phone# :
										Remarks:
Totals										
Cities										
Mileage										