



WEEKLY EXPENSE REPORT - PAYROLL

Name: Week # Week Ending:

AUTOMOBILE RECAP

	Prev.	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
Odometer Reading	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Total KMS
																0
	BUSINESS KMS		BUSINESS KMS		BUSINESS KMS		BUSINESS KMS		BUSINESS KMS		BUSINESS KMS		BUSINESS KMS		TOTAL	
															0	
	PERSONAL KMS		PERSONAL KMS		PERSONAL KMS		PERSONAL KMS		PERSONAL KMS		PERSONAL KMS		PERSONAL KMS		TOTAL	
															0	

Notes:

AREAS TRAVELLED

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

EXPENSES

Expense Type	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL WEEK
AIR FARE								-
CAR RENTAL								-
GAS								-
HOTEL								-
MEALS								-
OFFICE								-
OTHER								-
OTHER TRAVEL								-
PARKING								-
SHOW SUPPLIES								-
STORAGE UNIT								-
VEHICLE REPAIR & SERVICE								-
Total Expense	-	-	-	-	-	-	-	-

Notes:

Personal Expense:	-
Reimburse Amount:	-

*Please indicate **ALL** personal kms & include personal gas receipts for accurate deductions.

REPORT MUST BE COMPLETED IN FULL AND MAILED IN BI-WEEKLY. Staple all receipts on the back of the top left hand corner.

Signature: