

# 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								

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

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

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

<b>Schedule C - Entertainment</b>						
Date	Item	Place	Amount	Business Purpose	Business Relationship	