Weekly Traveling Expense and Entertainment Record

Company Name: _____

Name: _____

From: _____ **To:** _____

Expenses	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
1. Travel Expenses														
Airfair														
Mileage (Detail in Sch. A)														
Cab/Limo														
Car Rental														
Other														
Total Travel Expenses														
2. Meals & Lodging														
Breakfast														
Lunch														
Dinner														
Hotel/Motel (Detail in Sch. B)														
Total Meals & Lodging														
3. Entertainment (Detail in Sch. C)														
4. Other Expenses														
Postage														
Telephone														
Supplies														
Other														
Other														
Other														
Total Other Expenses														
TOTAL														
Note: Attach receipted bills for (1) ALL lodging and (2) any other expenses of $75.00 or more.														

WEEKLY REIMBURSEMENTS:

Travel: _____

Meals & Lodging: _____

Other Expenses: _____

Entertainment: _____

TOTAL: _____

_____ _____

Prepared By Date Approved By Date

Travel Expense Entertainment Record
Schedule A-C

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule A - Car							
Mileage: Date							
End							
Start							
Total							
Business Mileage							
Schedule B - Lodging							
Hotel Name							
Hotel City							
Schedule C - Entertainment							

Date	Item	Place	Amount		Business Purpose	Business Relationship

Business Meals/Entertainment Worksheet

Date	Item	Place	Amount		Business Purpose	Business Relationship

Total: | | |