

# EMPLOYEE EXPENSE REPORT WITH MILEAGE TEMPLATE

## REPORTING PERIOD AND TRAVEL INFORMATION

STARTING DATE	ENDING DATE	TRAVEL FROM	TRAVEL TO	PURPOSE
XX/XX/XX	XX/XX/XX	PA	NC	Quarter 1 owner deliverables

## SUBMITTED BY

NAME	TITLE	DEPARTMENT	PHONE	EMPLOYEE ID
Bert D.	Sales Associate	Sales	XXX-XXX-XXXX	8954

## SUBMITTED TO

MANAGER	MANAGER TITLE	PHONE
Harv W.	Sr. Associate	XXX-XXX-XXXX

## MILEAGE REIMBURSEMENT

REIMBURSEMENT RATE	TOTAL MILE	TOTAL MILEAGE REIMBURSEMENT
\$1.00	767	\$767.00

## TRAVEL EXPENSE REIMBURSEMENT

TOTAL TRAVEL REIMBURSEMENT
\$2,757.50

## MILEAGE EXPENSE DETAILS

DATE	VEHICLE	VEHICLE TYPE			ODOMETER READINGS		TOTAL MILE	COMMENTS
		RENTAL	WORK	PERSONAL	START	END		
xx/xx/xx	2019 Honda Accord			X	8762	8941	179	JT partners ride share with design team
xx/xx/xx	2022 Kia Sportage	X			9241	9448	207	Enterprise Rental
xx/xx/xx	2020 Ford Ranger		X		2001	2128	127	
					2001	2128	127	
					2001	2128	127	
							0	

## GENERAL EXPENSE DETAILS

DATE	DESCRIPTION	LODGING	MEALS	SUPPLIES	PARKING	AIRFARE	TRANSPORTATION
XX/XX/XX	Client meeting	\$ 150.00	\$ 88.00	\$ -	\$ 20.00	\$ 700.00	\$ 12.00
XX/XX/XX	Proposal delivery	\$ 300.00	\$ 120.00	\$ 25.00	\$ 4.50	\$ 845.00	\$ 44.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Expense Report With Job Allocation

**Lei Shi**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name bar.

## **Expense Report With Job Allocation:**

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**Communications Commission Reports** United States. Federal Communications Commission,1982      Reports of the United States Board of Tax Appeals ,1929      Reports of the Tax Court of the United States United States. Tax Court,1929

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**Tax Benefits for Work-related Education** ,      **Job Corps Budget Shortfall** United States. Congress. Senate. Committee on Health, Education, Labor, and Pensions. Subcommittee on Employment and Workplace Safety,2014

**EBOOK: Auditing and Assurance Services** Cornelie Crous,Jana Lamprecht,Aasmund Eilifsen,William Messier Jr,Steven Glover,Douglas Prawitt,2012-03-16 Auditing Assurance Services First South African Edition combines a genuine international perspective with South African examples and coverage of the landmark changes within the South African auditing environment Key features include South African content The authors weave regionally specific content and examples

throughout the text and cover the changes to the regulatory and corporate governance environment in South Africa  
International perspective Professional practice and regulation all over the world is driven by international events and initiatives The clarified ISAs are fully integrated into the chapters with international real world cases used to illustrate concepts and application Systematic approach The text gives students a deep understanding and working knowledge of fundamental auditing concepts and how they are applied The core foundation of the text and its focus on critical judgements and decision making processes prepare students for today s complex and dynamic audit environment Student engagement A student friendly writing style and a variety of real life examples make the text easily accessible Each chapter ends with a comprehensive variety of materials to apply and test students understanding of acquired knowledge      *Cost Finding* Dexter Simpson Kimball,1919      **The Scientific Promotion of Gas Sales** Arthur Coe,1924      **NBS Technical Note** ,1976  
    *Surveyor and Municipal and County Engineer* ,1929      *The Surveyor & Municipal & County Engineer* ,1929      *Modern Business: Cost finding* ,1919

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