

# 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

**Arthur Coe**



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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

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