

**EXPENSE REPORT – 2009**

<b>NAME</b>							<b>VENDOR#</b>	
<b>EVENT/CITY</b>								
	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THR</b>	<b>FRI</b>	<b>SAT</b>	
<b>DATES ---&gt;</b>								<b>TOTALS</b>
<b>LODGING</b>								
<b>BREAKFAST</b>								
<b>LUNCH</b>								
<b>DINNER</b>								
<b>TOTAL MEALS</b>								
<b>PRV CAR MILEAGE @ \$.55</b>								
<b>MISC</b>								
<b>TOTALS</b>								

**\*\*\* RECEIPTS MUST BE ATTACHED TO REPORT \*\*\***

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**TOTAL MILES TRAVELED**

\_\_\_\_\_  
**DIVISION HEAD**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPARTMENT HEAD**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**FINANCE DEPARTMENT**

\_\_\_\_\_  
**DATE**

CHARGE \$ \_\_\_\_\_ TO ACCT \_\_\_\_\_ .5321

CHARGE \$ \_\_\_\_\_ TO ACCT \_\_\_\_\_ .5322

CHARGE \$ \_\_\_\_\_ TO ACCT \_\_\_\_\_ .5384