

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Report Week: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ – \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Date Submitted: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

### Weekly Expense Log

Date	Description	Client/Project	Expense Type	Amount	Receipt (Y/N)
__ / __ / 20__	_____	_____	_____	_____	_____
__ / __ / 20__	_____	_____	_____	_____	_____
__ / __ / 20__	_____	_____	_____	_____	_____
Total				_____	_____

### Weekly Mileage Log

Date	Start Location	End Location	Purpose	Start Odometer	End Odometer	Miles Driven
__ / __ / 20__	_____	_____	_____	_____	_____	_____
__ / __ / 20__	_____	_____	_____	_____	_____	_____
__ / __ / 20__	_____	_____	_____	_____	_____	_____
Total Miles						_____

Report Prepared by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

- All expenses must be supported with valid receipts whenever possible.
- Complete mileage details are required to justify travel reimbursement.
- Submit the report weekly to ensure prompt reimbursement.
- Any false or incomplete information may lead to disciplinary action.
- Keep a copy for your records before submission.