

Name: _____

Department: _____

Employee ID: _____

Report Week: ____ / ____ / 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.