



Advancement LLC

Experts in Technical Staffing

Advancement

32200 Solon Road, • Solon, Ohio 44139

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# EXPENSE REPORT

EMPLOYEE	EMPLOYEE I.D.	CHECK OFF BOX IF NON-REIMBURSABLE <input type="checkbox"/>
CLIENT		
PURPOSE OF TRIP		

## SECTION 1: TRAVEL

DAY	DATE	DESTINATION	FROM - TO	BREAK-FAST	LUNCH	DINNER	MEAL TOTALS	AIRFARE	HOTEL	PHONE	CAR RENTAL	PARKING & TOLLS	TOTAL EXPENSES
M													
T													
W													
TH													
F													
ST													
SN													
<b>SECTION 1 TOTALS &gt;</b>													<b>\$</b>

## SECTION 2: MISCELLANEOUS EXPENSES

DAY	DATE	DESCRIPTION	AMOUNT
M			
T			
W			
TH			
F			
ST			
SN			
<b>SECTION 2 TOTAL &gt;</b>			<b>\$</b>

## SECTION 3: PRIVATE CAR EXPENSE

DAY	DATE	DESTINATION	FROM - TO	MILES TRAVELED	RATE PER MILE	AMOUNT
M						
T						
W						
TH						
F						
ST						
SN						
<b>SECTION 3 TOTAL &gt;</b>						<b>\$</b>

## SECTION 4: CONFERENCES

DAY	DATE	PLACE	CLIENT / COMPANY	BUSINESS PURPOSE	AMOUNT
M					
T					
W					
TH					
F					
ST					
SN					
<b>SECTION 4 TOTAL &gt;</b>					<b>\$</b>

FOREIGN CURRENCY

TYPE: \_\_\_\_\_ CONVERSION RATE: \_\_\_\_\_

## TOTAL EXPENSE SUMMARY

<b>GRAND TOTAL (ALL SECTIONS) &gt;</b>	<b>\$</b>
LESS TRANSPORTATION PAID BY CLIENT	-
LESS TRANSPORTATION PAID BY ADVANCEMENT	-
LESS TRAVEL ADVANCE FROM ADVANCEMENT	-
<b>AMOUNT DUE EMPLOYEE &gt;</b>	<b>\$</b>
<b>AMOUNT DUE ADVANCEMENT &gt;</b>	<b>\$</b>

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PHONE \_\_\_\_\_

SUPERVISORY APPROVAL / SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PHONE \_\_\_\_\_

### ADVANCEMENT USE ONLY

PAYEE	PAY DATE	