Expense Report Form - 2025

Purpose _____ **Department Number & Name** _____

Employee Information

Employee Name _____ **Position** _____ **Date**

Manager _____ **Submitted** _____

Description (To/From Destination)	Date	G/L Account	Airfare	Lodging	Transportation (Gas, Rental-Car, Taxi, Tolls, Parking)	Conferences & Seminars	Phone	Meals	Mileage	Mileage @ $0.70/mi	Misc.	Total
										0.00		0.00
										0.00		0.00
										0.00		0.00
										0.00		0.00
										0.00		0.00
										0.00		0.00
										0.00		0.00
										0.00		0.00
										0.00		0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00
											Total	0.00

Approval Signatures:

Employee _____

Manager _____