

Save as Filename: *yourname* Expense Report

	A	B	C	D	E	F
1	Date	Transportation Miles	Transportation Dollars	Meals	Other	Day Totals
2			\$0.44			
3						
4						
5	12/1/2006	15	\$6.60	\$5.22	\$0.00	\$11.82
6	12/2/2006	25	\$11.00	\$0.00	\$3.75	\$14.75
7	12/3/2006	15	\$6.60	\$15.32	\$0.00	\$21.92
8						
9						
10	Totals	55	\$24.20	\$20.54	\$3.75	\$48.49
11						
12	Entertainment Total=		\$157.50			
13					Subtotal	\$205.99
14				Less Cash Advance		\$100.00
15				Total Owed Employee		\$105.99
16				Total Due Company		\$0.00