



R.J. Carroll Company
WEEKLY EXPENSE REPORT

NAME _____
TITLE _____
WEEK ENDING _____

DATE								TOTALS
ITINERARY								
FROM (CITY)								
TO (CITY)								
FROM (CITY)								
TO (CITY)								
Customer								
PURPOSE								
AUTO EXPENSES for personal vehicles								
NO. OF MILES								-
MILEAGE \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AUTO RENTAL								\$ -
Cab/Taxi								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AUTO EXPENSES for company provided vehicles								
Gas								\$ -
Mileage								\$ -
Maintenance								\$ -
Mileage								\$ -
Car Wash								\$ -
Mileage								\$ -
Total								\$ -
Travel EXPENSES								
AIRPLANE								\$ -
LODGING								\$ -
Other								\$ -
Total								\$ -
MEAL EXPENSES								
BREAKFAST								
LUNCH								
DINNER								
Other								
TOTAL MEALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENTERTAINMENT Expenses - List individually								
								\$ -
								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER EXPENSES								
PARKING								\$ -
TOLLS								\$ -
Supplies								\$ -
Tools								\$ -
Other								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expenses								\$ -
								Less Advances
Attach all receipts and explanations								\$ -
NET AMOUNT DUE (Check One) _____ EMPLOYEE _____ COMPANY								

Date	Employee Signature	APPROVAL
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