

Expense Report



Name

Today's Date

Manager's Name

Department

Check all that apply:

Conference Expense
 Relocation Expense
 Recruiting Expense

Unused tickets attached?

Yes
 No

Submit

Reset

Transportation

Date	Description	Airfare	Fares (Taxi, Bus, Ferry, Parking, & Tolls)	Personal Auto (enter Miles only)		Rental Auto	Total
				Miles	Expense		
Total							

Accommodations and Meals

Date	Description	Lodging	Meals (by yourself)	Conference & Meeting Fees	Telephone & Fax	Total
Total						

Traveler's Signature Date

Manager's Signature Date
