

VILLAGE OF CHATHAM EXPENSE REPORT

NAME: _____

PERIOD ENDING: _____

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTALS
DATE								
FROM: _____								
TO: _____								
MILEAGE @ .50/mi								
PARKING AND TOLLS								
AUTO RENTAL								
TAXI/LIMO								
OTHER(RAIL OR BUS)								
AIRFARE								
SUBTOTAL								
LODGING								
PER DIEM								
SUBTOTAL								
OTHER(LIST)								

SUBTOTAL								

PURPOSE OF TRIP: _____

SUMMARY	
TOTAL EXPENSES	_____
LESS CASH ADVANCES	_____
LESS COMPANY CHARGES	_____
AMOUNT DUE EMPLOYEE	_____
AMOUNT DUE COMPANY	_____

PREPARED BY: _____
 DATE: _____

APPROVED BY: _____
 DATE: _____