EXPENSE RECORD

Name: _____ **Paid by:** _____

From: _____

Total Mileage: _____ at _____ per mile = _____ + Parking/Toll _____ Phone Calls $ _____ Total $ - _____

Date	Complex Name	Mileage	Other Expenses	Business Discussed	Total Miles	Cost	Total $

Approved by: _____ **Total Entertaiment:** $ _____

Date: _____ **Total Expense:** $ - _____