**STERLING STAFFING**

# EXPENSE REPORTS

| DATE | COMPANY NAME | DEPT. | APPROVAL |
|---|---|---|---|
| | | | |

WEEK ENDING

NAME (PRINT)

EMPLOYEE

## TRANSPORTATION

| DATE | FROM/TO | PURPOSE OF TRIP | COST OF TICKET | TAXI | BAGGAGE | CAR RENTAL | TOLLS/ PARKING | GAS | AT $0.55/MI. NO. OF MILES | AT $0.55/MI. AMOUNT | OTHER (EXPLAIN) | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | $ - | | $ - |
| | | | | | | | | | | $ - | | $ - |
| | | | | | | | | | | $ - | | $ - |
| | | | | | | | | | | $ - | | $ - |
| | | | | | | | | | | $ - | | $ - |
| | | | | | | | | | | **TOTAL** | | $ - |

## FOOD

| DATE | AMOUNT |
|---|---|
| | |
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| | |
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| | |
| | |
| **TOTAL** | $0.00 |

## ENTERTAINMENT

| DATE | NATURE & LOCATION | NO. IN PARTY | NAMES, CO., TITLE | AMOUNT |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | **TOTAL** | $ - |

## MISCELLANEOUS

| DATE | EXPLANATION | AMOUNT |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | **TOTAL** | $ - |

## LODGING

| DATE | HOTEL | CITY | AMOUNT |
|---|---|---|---|
| | | | |
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| | | | |
| | | | |
| | | | |
| | | | |
| | | **TOTAL** | $0.00 |

## SUMMARIES

### EXPENSES

| | |
|---|---|
| TRANSPORTATION | $ - |
| FOOD | $ - |
| ENTERTAINMENT | $ - |
| MISCELLANEOUS | $ - |
| LODGING | $ - |
| **TOTAL** | $ - |

### CASH

| | |
|---|---|
| CASH ADVANCE | $ - |
| ADDITIONAL CASH | $ - |
| TOTAL CASH | $ - |
| TOTAL EXPENSE | $ - |
| **CASH BALANCE** | $ - |
| **DEFICIT** | $ - |

VOUCHER NO.

SUPERVISORS SIGNATURE