

FINLANDIA UNIVERSITY BUSINESS EXPENSE REPORT

Week of: _____

NAME: _____

DEPT. _____

PURPOSE OF TRIP: _____

AUTHORIZED: _____

RECEIPTS MUST BE ATTACHED FOR ALL ITEMS!

	ITEM/EXPLANATION	SUN	MON	TUES	WED	THURS	FRI	SAT	ITEM TOTALS
1	Inter-City Travel, From								X
2	Inter-City Travel, To								X
3	Airline Ticket								X
4	Personal Auto Miles								-
5	at \$.45 per Mile								\$ -
6	Airline Ticket								\$ -
7	Gas Receipts-Car Rental								\$ -
8	Cabs, Bus, Etc.								\$ -
9	Parking, Tolls, Etc.								\$ -
10	Lodging, Hotel/Motel								\$ -
11	Personal Meals, B'fast								\$ -
12	Personal Meals, Lunch								\$ -
13	Personal Meals, Dinner								\$ -
14	Meal Tips								\$ -
15	Meal Tips								\$ -
16	Phones, Postage, Internet								\$ -
17	Office Supplies								\$ -
18	Misc. Expenses								\$ -
19	Entertainment below								\$ -
20	DAILY TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	WHO WAS ENTERTAINED	DATE	EVENT/MEALS	WHERE/PLACE	WHY/PURPOSE	TOTALS			

FOR ACCOUNTING USE ONLY		
ACCOUNT #	CHG	(CREDIT)

AUDIT BY: _____

NOTES:

SUMMARY OF CHARGES

WEEKLY TOTAL	\$ -
(CASH ADVANCE)	
AMOUNT DUE TO:	\$ -

- EMPLOYEE
 COMPANY

I CERTIFY THIS STATEMENT IS ACCURATE AS TO ACTUAL & NECESSARY BUSINESS EXPENSES.

SIGNATURES

TRAVELER: _____

VERIFYING: _____

APPROVED: _____