

# HOTWORK EXPENSE REPORT

EMPLOYEE \_\_\_\_\_

WEEK ENDING \_\_\_\_\_

LOCATION WORKED/OE# OR ACCOUNT VISITED								TOTAL WEEK
DATE	SUN	MON	TUE	WED	THU	FRI	SAT	
Vehicle								
Odometer Reading								
Mileage @ ¢								
*Gas								
*Tolls								
*Parking								
*Vehicle Maintenance								
Per Diem								
Laundry / Incidentals								
Breakfast								
Lunch								
Dinner								
*Entertainment								
*Hotel-Motel								
Phone								
*Job Supplies								
*Office Expenses / Postage								
*Shop Supplies								
*Shop Tools								
*Plane-Train-Baggage								
*Bus-Taxi								
*Auto Rental								
<b>TOTALS</b>								

\*Receipt Required

## ENTERTAINMENT DETAIL

Person	
Title	
Firm	
Place	
Nature of	
Business	

(USE BACK IF REQUIRED)

**Total Expenses**

**-Less Amex Charges**

**Cash Expenses**

**-Less Cash Advance**

**Total Due / (Refund)**

Supervisor Signature

Date

Employee Signature