

**HAMPDEN-SYDNEY COLLEGE**

NAME \_\_\_\_\_ DEPT \_\_\_\_\_ DATE \_\_\_\_\_

**EXPENSE REPORT**

PURPOSE OF TRIP \_\_\_\_\_

PLEASE ATTACH RECEIPTS, BILLS AND OTHER SUPPORTING DATA \_\_\_\_\_ FOR WEEK ENDED \_\_\_\_\_

|                         | SUN.   | MON.   | TUES.  | WED.   | THURS. | FRI.   | SAT.   | TOTALS FOR WEEK |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|-----------------|
| DATE                    |        |        |        |        |        |        |        |                 |
| FROM                    |        |        |        |        |        |        |        |                 |
| TO                      |        |        |        |        |        |        |        |                 |
| TOTAL AUTO MILEAGE      |        |        |        |        |        |        |        |                 |
| MILEAGE @ .625 per mile | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00          |
| AIR - RAIL              |        |        |        |        |        |        |        | 0.00            |
| AUTO RENTAL             |        |        |        |        |        |        |        | 0.00            |
| LODGING                 |        |        |        |        |        |        |        | 0.00            |
| BREAKFAST               |        |        |        |        |        |        |        | 0.00            |
| LUNCH                   |        |        |        |        |        |        |        | 0.00            |
| DINNER                  |        |        |        |        |        |        |        | 0.00            |
| TIPS                    |        |        |        |        |        |        |        | 0.00            |
| LAUNDRY - CLEANING      |        |        |        |        |        |        |        | 0.00            |
| PHONE - TELE G.         |        |        |        |        |        |        |        | 0.00            |
| LOCAL TAXIS - LIMO      |        |        |        |        |        |        |        | 0.00            |
| PARKING - TOLLS         |        |        |        |        |        |        |        | 0.00            |
| MISC.                   |        |        |        |        |        |        |        | 0.00            |
|                         |        |        |        |        |        |        |        | 0.00            |
|                         |        |        |        |        |        |        |        | 0.00            |
|                         |        |        |        |        |        |        |        | 0.00            |
|                         |        |        |        |        |        |        |        | 0.00            |
|                         |        |        |        |        |        |        |        | 0.00            |
| ENTERTAINMENT           |        |        |        |        |        |        |        | 0.00            |
| TOTALS FOR DAY          | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00          |

| SUMMARY             | AMOUNT |
|---------------------|--------|
| ACCT. NO            |        |
| ACCT. NO            |        |
| ACCT. NO            |        |
| ACCT. NO            |        |
| TOTAL EXPENSES      | \$0.00 |
| LESS CASH ADVANCE   |        |
| ID NUMBER           |        |
| AMOUNT DUE COLLEGE  | \$0.00 |
| AMOUNT DUE EMPLOYEE | \$0.00 |

Note: ID number is necessary if you are clearing a cash advance.

ENTERTAINMENT DETAILS

| DATE | ITEM | PERSON ENTERTAINED - BUSINESS RELATIONSHIP | PLACE: NAME & LOCATION | BUSINESS PURPOSE | AMOUNT |
|------|------|--|------------------------|------------------|--------|
|      |      |  |                        |                  |        |
|      |      |  |                        |                  |        |
|      |      |  |                        |                  |        |
|      |      |  |                        |                  |        |

ADDITIONAL REMARKS:

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

SIGNED \_\_\_\_\_

APPROVAL \_\_\_\_\_

PRINTED \_\_\_\_\_