

# TASC Technical Services

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EXPENSE REPORT									
NAME			DEPARTMENT				REPORT DATE		
EXPENSE DATE	FROM	/	/	TO	/	/	PO #		
BUSINESS PURPOSE									

TYPE	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
AIR, RAIL, BUS, ETC.								
LIMOUSINE, CAR RENTAL								
AUTOMOBILE EXPENSES								
LOCAL TAXI, TOLLS, ETC.								
LODGING								
BREAKFAST								
LUNCH								
DINNER								
ENTERTAINMENT								
MISC.								

ENTERTAINMENT EXPENSES				
DATE	ENTERTAINED (NAME, COMPANY, TITLE)	PLACE	BUSINESS PURPOSE	AMOUNT

AUTOMOBILE EXPENSES			MISCELLANEOUS		
DATE	MILEAGE (GAS, PARKING, REPAIRS, TITLE)	AMOUNT	DATE	DETAIL	AMOUNT

EXPENSE SUMMARY	
TOTAL EXPENSES REPORTED	
LESS CASH ADVANCE	
TOTAL DUE EMPLOYEE/EMPLOYER	

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_