



Employee Travel & Entertainment/ Reimbursable Expense Form

Employee Name: _____

Division: _____

Date of Expense	Description (What was purchased)	***Meals & Entertainment	Airfare/ Lodging/ Tips	Auto/ Mileage/ Tolls	Cab/ Train/ Bus	Promo Item	Misc/ Other	Business Purpose	Totals	For Acctg Only	
SUBTOTAL:									TOTAL:		
									Less Cash Advances and/ or Corp Charges:		
									Total Due Employee:		
									Total Due Corporation:		

Please make a separate entry for each type of expense submitted.

NOTE: *Supporting receipts must be attached for all expenses.*

Purchases made with personal/ corporate credit cards must be included in this report.

Indicate corporate charges by using an asterisk () by the total \$ amount.*

***** Complete section below:**

CLIENT MEALS/ ENTERTAINMENT EXPENSES (Attach all receipts) :
Must equal Meals & Entertainment total from above.

Date	Time & Place	Person(s) Entertained/ Company/ Title	Amount

I hereby represent to The Response Companies that the above listed expenses were incurred while actively involved in company business.

I have reviewed this expense report and find it in compliance with my budget and my authorization given to this staff member.

 Staff Member

Date: _____

 Approving Officer

Date: _____