Expense Report

PLEASE GIVE TO YOUR SUPERVISOR FOR APPROVAL AND FURTHERANCE TO:

_____ County Land Reutilization Corp.

NOTE: SOME ITEMS BELOW MAY HAVE BEEN PAID BY CO. CREDIT CARD ALREADY

Employee Name: **Employee Title:**

Period of Report: **Purpose of Trip:**

Date	Acct.#	Description	Travel	Lodging	Breakfast	Lunch	Dinner	Transportation	Other	Totals	Co. Direct Pay
										$ -	$ -
										$ -	
										$ -	$ -
										$ -	
										$ -	
										$ -	
										$ -	$ -
										$ -	
										$ -	$ -
										$ -	$ -
										$ -	
NOTE: SOME ITEMS ABOVE HAVE BEEN PAID BY CO. CREDIT CARD ALREADY										$ -	$ -
											Total Proof:
		Totals	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
								Less: Already Paid by Co. Credit Card		$ -	
								Net Due to Employee		**$ -**	

CHARGE TO:

ACCOUNT SUMMARY:

710-11	$ -	Parking
710-12	$ -	Mileage
710-13	$ -	Travel
710-14	$ -	Meetings/Meals
748-00	$ -	Dues & Subscriptions
TOTALS	**$ -**	

Project/Grant/Fund Name: **Project/Grant/Fund #:**

Employee Signature: **Date:** **Approved By:** **Date:**