

Detail Misc. Expenses

| Date | Description | Check if Home Office Related | Amount | Amount in USD |
|--------------|-------------|------------------------------|--------|---------------|
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| Total in USD | | | | - |

Employee Name: _____ Dept: _____

Week Ending: Not Specified

Purpose of Trip: _____

Charges Billed Directly to Home Office

| Expenses | | | | | | | | | | | | | | |
|--------------|------------------------|-----------------------|---------|---|-------------------|-------------------|------------|--------------------|--------------------|----------------------|---------|-------|---------------------------------------|-----------------|
| Date | Description/ Vendor | Lodging (Room+Tax) | Airfare | Auto Rental/ Taxi/Parking Tolls/Train | Employee Meals | Telephone/ Fax | Cell Phone | Online Services | Office Supplies | Computer Software | Postage | Other | Check if Home Office Related | TOTAL in USD |
| | | | | | | | | | | | | | | - |
| | | | | | | | | | | | | | | - |
| | | | | | | | | | | | | | | - |
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| | | | | | | | | | | | | | | - |
| | | | | | | | | | | | | | | - |
| Total | | - | - | - | - | - | - | - | - | - | - | - | - | - |

Employee Signature

Manager Approval