

Weekly Traveling Expense and Entertainment Record

Name: _____

| Expenses | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total |
|--|--------|--------|---------|-----------|----------|--------|----------|-------|
| 1 Travel Expenses: | | | | | | | | |
| Airlines | | | | | | | | |
| Excess baggage | | | | | | | | |
| Bus - Train | | | | | | | | |
| Cab and Limousine | | | | | | | | |
| Tips | | | | | | | | |
| Porter | | | | | | | | |
| 2 Meals and Lodging: | | | | | | | | |
| Breakfast | | | | | | | | |
| Lunch | | | | | | | | |
| Dinner | | | | | | | | |
| Hotel and Motel (Detail in Schedule B) | | | | | | | | |
| 3 Entertainment (Detail in Schedule C) | | | | | | | | |
| 4 Other Expenses: | | | | | | | | |
| Postage | | | | | | | | |
| Telephone | | | | | | | | |
| Advertising | | | | | | | | |
| 5 Car Expenses (List all car expenses - the division between business and personal expenses may be made at the end of the year) (Detail mileage in Schedule A) | | | | | | | | |
| Gas | | | | | | | | |
| Repairs, parts | | | | | | | | |
| Tires, supplies | | | | | | | | |
| Parking fees, tolls | | | | | | | | |
| 6 Other (identify) | | | | | | | | |
| Total | | | | | | | | |

► **Note: Attach receipted bills for (1) ALL lodging and (2) any other expenses of \$25.00 or more.**

Schedule A - Car

| | | | | | | | | |
|-------------------------|--|--|--|--|--|--|--|--|
| Mileage: End | | | | | | | | |
| Start | | | | | | | | |
| Total | | | | | | | | |
| Business Mileage | | | | | | | | |

Schedule B - Lodging

| Hotel or Motel | Name | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total |
|----------------------|------|--------|--------|---------|-----------|----------|--------|----------|-------|
| | City | | | | | | | | |

Schedule C - Entertainment

| Date | Item | Place | Amount | Business Purpose | Business Relationship |
|------|------|-------|--------|------------------|-----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

WEEKLY REIMBURSEMENTS:

Travel and transportation expenses _____
 Other reimbursements _____
 TOTAL _____