

EXPENSE REPORT

Employee/Consultant Name:	Purpose of Travel:
----------------------------------	---------------------------

	Rate (use GSA rates)	# Days	Amount
Dates of Travel:			
Location:			
From:			
To:			
Mileage @			
MI&E Per Diem			
Lodging (Room + Tax)			
Airfare			
Rental Car (Total with Tax)			
Rental Car Fuel			
Airport Parking			
Registration Expense			
Entertainment (detail below)			\$
Miscellaneous (detail below)			\$
	Less Advance		\$
	Net Due Employee		\$

Entertainment Details		
Date	Business Purpose	Amount
Subtotal		\$

Misc. Details		
Date	Business Purpose	Amount
Subtotal		\$

Return completed form with copies of all receipts to: LeAnna Miller: lmiller@prmtulsa.com Pam Patton: pfp@argenttech.net	Total of All Expenses \$ _____
--	---------------------------------------

Submitted by _____ Signature: _____ Date: _____

Approved by _____ Signature: _____ Date: _____

