ABC RECRUITING COMPANY
Expense Report

)

Name:_____

Date:_____

BUSINESS PURPOSE: Detailed **reason** for expenditure. For travel or entertainment, include person and/or organization visited and location. Also include expense date range.

SUMMARY OF EXPENSES (Room for additional expenses is available on page 2)

Business Purpose#		Air/Rail Travel	Ground Trans.	Lodging	Business Meals	Other	Total
							( )
EXPENSE REPORT TOTAL:							