



EXPENSE REPORT

Date: _____

Employees must submit all expenses for reimbursement weekly. Expenses received after one week will not be reimbursed.

Complete form, attach all receipts for expenses and submit to your supervisor for approval.

Handwritten receipts will not be accepted for reimbursement.

Cream City Scale employees should not use personal funds for travel and/or business expenses.

-Cash advances may be obtained from Lorri Garnhart, please plan accordingly.

-Whenever possible, the company credit card should be used for all expenses.

Daily meal allowance \$50 per day - not to exceed \$10 for breakfast, \$10 for lunch, \$30 for dinner.

Employee Name: _____

Employee Signature: _____

Amount

Date	Description	Hotel	Transport	Fuel	Meals	Phone	Meals w/Cust	Misc	Total
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
Subtotal									\$ -
Less Advances or CCS Credit Card Charges									\$ -
Total Due Employee									\$ -

Date	Customer Name and City & State	Business Purpose	Total

Approval: _____

Date: _____