

EMPLOYEE EXPENSE REPORT WITH MILEAGE TEMPLATE

REPORTING PERIOD AND TRAVEL INFORMATION

STARTING DATE	ENDING DATE	TRAVEL FROM	TRAVEL TO	PURPOSE
01/01/2024	03/31/2024	PA	NC	Quarter 1 owner deliverables

SUBMITTED BY

NAME	TITLE	DEPARTMENT	PHONE	EMPLOYEE ID
Sam D.	Sales Associate	Sales	XXX-XXX-XXXX	8954

SUBMITTED TO

MANAGER	MANAGER TITLE	PHONE
John W.	Sr. Associate	XXX-XXX-XXXX

MILEAGE REIMBURSEMENT

REIMBURSEMENT RATE	TOTAL MILES	TOTAL MILEAGE REIMBURSEMENT
\$1.00	767	\$767.00

TRAVEL EXPENSE REIMBURSEMENT

TOTAL TRAVEL REIMBURSEMENT
\$2,757.50

MILEAGE EXPENSE DETAILS

DATE	VEHICLE	VEHICLE TYPE			ODOMETER READINGS		TOTAL MILES	COMMENTS
		RENTAL	WORK	PERSONAL	START	END		
01/15/24	2018 Honda Accord			X	8742	8741	179	IF partners ride share with design team
01/20/24	2022 Kia Sportage	X			9241	9448	207	Enterprise Rental
01/25/24	2020 Ford Ranger		X		2001	2128	127	
					2001	2128	127	
					2001	2128	127	
							0	

GENERAL EXPENSE DETAILS

DATE	DESCRIPTION	LODGING	MEALS	SUPPLIES	PARKING	AIRFARE	TRANSPORTATION
01/05/24	Client meeting	\$ 150.00	\$ 88.00	\$ -	\$ 20.00	\$ 700.00	\$ 12.00
01/10/24	Proposal delivery	\$ 300.00	\$ 120.00	\$ 25.00	\$ 4.50	\$ 845.00	\$ 44.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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Internal Revenue Service



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Reports United States. Board of Tax Appeals,1929 **Your Federal Income Tax for Individuals** ,2013 Reports of the Tax Court of the United States United States. Tax Court,1929 Your Federal Income Tax for Individuals United States. Internal Revenue Service,2012 **Official Gazette of the United States Patent and Trademark Office** ,1989 Your Federal Income Tax for Individuals 2011 Internal Revenue Service,2012-01-05 Official Internal Revenue Publication IRS Valuable reference tool for filing federal income tax IRS Publication 17 covers general rules for filing and supplements information contained in your tax instructions Also explains the tax laws to insure you only pay the tax you owe and no more

The Surveyor & Municipal & County Engineer ,1929 "Code of Massachusetts regulations, 2010" ,2010 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "**Code of Massachusetts regulations, 2008**" ,2008 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "**Code of Massachusetts regulations, 2004**" ,2004 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "Code of Massachusetts regulations, 2006" ,2006 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "Code of Massachusetts regulations, 2016" ,2016 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "**Code of Massachusetts regulations, 2005**" ,2005 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "Code of Massachusetts regulations, 2011" ,2011 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 *The Auditor's Annual Report of the Receipts and Expenses* Worcester (Mass.). Auditor,1929 "Code of Massachusetts regulations, 1998" ,1998 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 **Factory Administration and Accounts** Edward Tregaskiss Elbourne,1914 **Cost Allocation Procedures for Newspapers** Institute of Newspaper Controllors and Finance Officers. Cost Committee,1962 Cost Finding Dexter Simpson Kimball,1922 Edward Rochie Hardy collection Surveyor and Municipal and County Engineer ,1929

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