

Distribution	SUBJECT	Date
	EXPENSE REPORTS	09-01-2014

Employees wishing reimbursement for eligible expenses must submit a Weekly Expense Report. Receipts satisfying IRS Guidelines must accompany this report. The accounting department will deny payment for any item not backed up by a satisfactory receipt.

EXAMPLE

FLYNN Management Corporation

Expense Report			
Name: <u>Ima D. Super</u>	Date: <u>9/17/14</u>		
Address: <u>100 A Street</u>	From: <u>9/1/14</u>	To: <u>9/15/14</u>	
<u>Leesburg, FL 99684</u>	Date Submitted: <u>9/17/14</u>		

TRAVEL MILEAGE FROM CITY TO CITY	9/4 Monday	9/5 Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From: <u>Happy Villas Leeburg</u>							
To: <u>Clearwater, FL</u>	100						
From: <u>Clearwater</u>							
To: <u>Leesburg, FL</u>		100					
From: _____							
To: _____							
From: _____							
To: _____							
TOTAL TRAVEL MILEAGE	100	100					
Mileage @ \$.50 or \$.26 per mile	\$50	\$50					
Gas-Oil (Rental Car)							
Parking at airport							
Auto Rental							
Breakfast (only if on overnight travel)							
Lunch (only if on overnight travel)							
Dinner (only if on overnight travel)							
Tips							
Other: Hotel		\$85					
Other: Tolls							
Other:							
TOTAL EXPENSES PER DAY	50	\$135					

Purpose of Trip: <u>attend meeting at Clearwater office</u>	EXPENSE REPORT SUMMARY	
Expenses reported represent necessary and reasonable business expenses.		
Employee signature: <u>Ima D. Super</u>	Total Expenses	\$135 ⁰⁰
Accounting review: <u>Jola Penny-puncher</u> Date: <u>9/20/14</u>	Less Cash Advance	0
Approval Signature: <u>Dea accountant</u> Date: <u>9/11/14</u>	Balance Due Employee	\$135 ⁰⁰