

Flynn Management Corporation

Expense Report

Name: _____

Address: _____

Week End Date: January 7, 2023

TRAVEL MILEAGE FROM CITY TO CITY OR PLACE TO PLACE	Sunday 1/1/2023	Monday 1/2/2023	Tuesday 1/3/2023	Wednesday 1/4/2023	Thursday 1/5/2023	Friday 1/6/2023	Saturday 1/7/2023
From: _____ To: _____							
From: _____ To: _____							
From: _____ To: _____							
From: _____ To: _____							
From: _____ To: _____							
From: _____ To: _____							
From: _____ To: _____							
From: _____ To: _____							
From: _____ To: _____							
TOTAL TRAVEL MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mileage @ \$.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas-Oil (Rental Car)							
Airfare							
Auto Rental							
Breakfast							
Lunch							
Dinner							
Tips							
Hotel							
Tolls:							
Other:							
Other:							
TOTAL EXPENSES PER DAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Reason:	EXPENSE REPORT SUMMARY
I agree the above expenses reported represent necessary and reasonable business expenses & meet company guidelines	Total Expenses \$0.00
Employee Signature: _____ Date: _____	Less Cash Advance
Manager Signature: _____ Date: _____	Balance Due Employee \$0.00

Corporate Use Only			
Property #	Account	Amount	Date: _____ Additional Approval
_____	_____	_____	
_____	_____	_____	Control: _____
_____	_____	_____	Check: _____