

## **Triple C Inc. Expense Report**



Date  Hotel Breakfast Lunch Dinner Auto Exp. Diesel Gasoline Parking Phone Tips Tolls Wash Others  Total  Leash Received Expense for Week Over or Short  To Petty Cash From Petty Cash From Petty Cash Check Written Deposit Made  Lunch Dinner Auto Exp. Diesel Dies	Location:									
Date	Purpose:									
Date		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total	
Breakfast	Date									
Breakfast	Hotel									
Lunch Dinner Auto Exp. Diesel Gasoline Parking Phone Tips Tolls Wash Others  I hereby certify that the above expenditures represent cash spent for legitimate company business.  Signed:  For Accounting Use Only:  Over / Short To Petty Cash From Petty Cash Check Written Deposit Made  Deposit Made  Cash Received Defort Comment  Date Ref. # Signed Comment										
Dinner Auto Exp.		<del>                                     </del>	1		<u> </u>					
Auto Exp. Diesel			1		<u> </u>					
Diesel										
Gasoline										
Phone	Gasoline									
Phone	Parking									
Tolls										
Tolls	Tips									
Others										
Total I hereby certify that the above expenditures represent cash spent for legitimate company business.  Signed:  For Accounting Use Only:  Over / Short To Petty Cash From Petty Cash Check Written Deposit Made  Over / Signed  Comment	Wash									
Cash Received I hereby certify that the above expenditures represent cash spent for legitimate company business.  Over or Short Signed:  Over / Short To Petty Cash Prom Petty Cash Ref. # Check Written Signed Deposit Made Comment	Others									
Cash Received I hereby certify that the above expenditures represent cash spent for legitimate company business.  Over or Short Signed:  Over / Short Date From Petty Cash Ref. # Check Written Signed Deposit Made Comment										
Cash Received I hereby certify that the above expenditures represent cash spent for legitimate company business.  Over or Short Signed:  Over / Short Date From Petty Cash Ref. # Check Written Signed Deposit Made Comment										
Cash spent for legitimate company business.  Signed:  For Accounting Use Only:  Over / Short  To Petty Cash From Petty Cash Check Written Deposit Made  Cash spent for legitimate company business.  Signed:  Comment	Total									
Cash spent for legitimate company business.  Signed:  For Accounting Use Only:  Over / Short  To Petty Cash From Petty Cash Check Written Deposit Made  Cash spent for legitimate company business.  Signed:  Comment					<del></del>					
Signed:  For Accounting Use Only:  Over / Short To Petty Cash From Petty Cash Check Written Deposit Made  Signed  Comment			<u> </u>		_	-	-	-	ent	
For Accounting Use Only:  Over / Short To Petty Cash From Petty Cash Check Written Deposit Made  For Accounting Use Only:  Date Signed Comment	-		<u> </u>		cash spent for legitimate company business.					
Over / Short To Petty Cash From Petty Cash Check Written Deposit Made Deposit Made Date Signed Comment	Over or Sho	rt			Signed:					
Over / Short To Petty Cash From Petty Cash Check Written Deposit Made Deposit Made Date Signed Comment			E.	~ ^ ^ ^ ^ ^	···nting	Usa Only				
To Petty Cash From Petty Cash Check Written Deposit Made  Date Ref. # Signed Comment			F	)r Acco	unting t	Jse Only	<u>/:                                    </u>			
From Petty Cash Check Written Signed Deposit Made Comment		Over / Short				_				
Check Written Signed Deposit Made Comment	To Petty C		ash			Date				
Deposit Made Comment	From Petty		y Cash			Ref. #				
	Check Wri		itten			Signed				
Other	Deposit M		ade			Comment				
Other		Other				-				