



Triple C Inc. Expense Report



Location: _____

Purpose: _____

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total
Date								
Hotel								
Breakfast								
Lunch								
Dinner								
Auto Exp.								
Diesel								
Gasoline								
Parking								
Phone								
Tips								
Tolls								
Wash								
Others								
Total								

Cash Received	
Expense for Week	
Over or Short	

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 _____
Other _____

Date _____
Ref. # _____
Signed _____
Comment _____

