MCDANIELS

EXPENSE REPORT

Name	Title	Dealership

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Date						
*Tuition**						
*Wages**						
Room						
Breakfast						
Lunch						
Dinner						
Snacks						
Fixed Food						
Laundry						
Tips						
Phone						
Taxi						
Car Rental						
Gasoline						
Parking						
Airplane						
Other						
Total						

Total Associate Request	$	Grand Total	$

Purpose of Expenses _____

Submitted By Date

Approved By Date

Cash Advance	
Total Expense	
Reconciliation	
Check #	

Notes

Accounting Mgr. Date

*Tuition & Wages Cannot Be Claimed (Total Assoc. Req.) Unless Associate Paid Those Fees, But Should Be Reflected In Grand Total