

**TOBIN & ASSOCIATES --- WEEKLY EXPENSE REPORT**

**Employee Name** \_\_\_\_\_ **WEEK ENDING (SUNDAY DATE)** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ,

<b>CLIENT COMPANY</b>		
<b>STREET ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>CLIENT SUPERVISOR</b>		

<b>EXPENSE DETAILS</b>		<b>DATES</b>							<b>TOTALS</b>
		<b>/</b> <b>MONDAY</b>	<b>/</b> <b>TUESDAY</b>	<b>/</b> <b>WED</b>	<b>/</b> <b>THURS</b>	<b>/</b> <b>FRIDAY</b>	<b>/</b> <b>SAT</b>	<b>/</b> <b>SUNDAY</b>	
<b>LOCATIONS EACH DAY</b>									
<b>MEALS</b> (SHOW TOTAL INCLUDE TIP. IF OVER \$25 BILL MUST BE ATTACHED)	Bkfst								
	Lunch								
	Dinner								
<b>HOTEL</b> (BILL MUST BE ATTACHED)									
<b>TRANSPORTATION</b> (CAR RENTAL & AIRLINE BILL MUST BE ATTACHED)									
<b>TAXIS</b>									
<b>TELEPHONE</b>									
<b>MISC.</b> (ITEMIZE)									
<b>MISC.</b> (ITEMIZE)									
<b>** INDICATE HERE THE DETAILS OF MISCELEANOUS EXPENSES</b>									
<b>MILAGE</b> PERSONAL CAR MILAGE AT ( X ) CENTS PER MILE X = Client Mileage Rate									
<b>GRAND TOTALS</b>									
<b>IMPORTANT</b>									
(1) DOCUMENTATION MUST BE FURNISHED FOR ALL EXPENDITURES FOR AIR TRAVEL, CAR RENTAL, LODGING AND FOR INDIVIDUAL EXPENTITURES OF \$25 OR MORE BEFORE AN EMPLOYEE CAN BE REIMBURSED									
(2) FILL IN ALL TOTALS AND SECURE CLIENT AUTHORIZATION BEFORE FORWARDING TO TOBIN & ASSOCIATES FOR REIMBURSEMENT									
<b>CLIENT AUTHORIZATION / DATE</b>					<b>CLIENT AUTHORIZATION / DATE</b>				
<b>EMPLOYEE SIGNITURE / DATE</b>					<b>DATE RECEIVED</b>		<b>DATE PAID</b>		