Auto Expense Report

April 15, 2005

«_CompanyName»
«_AddressLine1»
«_AddressLine2»
«_City», «_State» «_ZipCode»
«_PhoneOffice» «_PhoneFax»
«_EmailAddress» «_Website»

Employee Name: [Type name here] Title: [Type title here]
Phone/Extension: [Type number here] Supervisor: [Type name here] Month of: [Type month here]

Date	Odometer Start	Odometer Stop	Mileage x .29	Gas/Oil	Pkg/Tolls	Misc.	Total
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
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			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
		Totals	0.00	0.00	0.00	0.00	0.00
		Less cash advance & charges to company					0.00
		Balance due me (company)					$ 0.00

If submitted as an expense report, attach receipts and sign below

Employee Signature Title: [Type title here] Date: [Type date here]

Approval Signature Title: [Type title here] Date: [Type date here]