

**EXPENSE REPORT**

<b>Employee/Consultant Name:</b>	<b>Purpose of Travel:</b>		
	<b>Rate (use GSA rates)</b>	<b># Days</b>	<b>Amount</b>
Dates of Travel:			
Location:			
From:			
To:			
Mileage @			
MI&E Per Diem			
Lodging (Room + Tax)			
Airfare			
Rental Car (Total with Tax)			
Rental Car Fuel			
Airport Parking			
Registration Expense			
Entertainment (detail below)			\$
Miscellaneous (detail below)			\$
	<b>Less Advance</b>		
	<b>Net Due Employee</b>		\$
<b>Entertainment Details</b>			
<b>Date</b>	<b>Business Purpose</b>		<b>Amount</b>
		Subtotal	\$
<b>Misc. Details</b>			
<b>Date</b>	<b>Business Purpose</b>		<b>Amount</b>
Return completed form with copies of all receipts to: FSC Consulting, LLC: <a href="mailto:office@fscconsulting.com">office@fscconsulting.com</a> Pam Patton: <a href="mailto:pfp@argenttech.net">pfp@argenttech.net</a>		Subtotal	\$
		<b>Total of All Expenses</b> \$ _____	

Submitted by \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

