

DAILY TOLL & PARKING FEE TRACKER

Expense Report Sheet

Employee Name

Department

Period Start Date

Employee ID

Vehicle Plate No.

Period End Date

DATE	ROUTE / LOCATION DETAILS	PURPOSE / PROJECT REFERENCE	TOLL FEE (\$)	PARKING (\$)	RECEIPT ATTACHED (Y/N)

Total Toll Fees

Total Parking Fees

Total Claim Amount

EMPLOYEE SIGNATURE & DATE

APPROVER SIGNATURE & DATE