

RIDESHARE & TAXI EXPENSE LOG

Employee Name:

Department:

Period Start Date:

Period End Date:

Manager/Approver:

Project / Client:

Date	Provider (Uber, Lyft, Taxi, etc.)	Pickup Location	Drop-off Location	Business Purpose	Fare	Tip	Tolls / Other	Total Cost

Subtotal Fare	
Total Tips	
Total Tolls & Fees	
GRAND TOTAL	

Employee Signature Date

Authorized Approver Signature Date