

BUSINESS COMMUTE TRAVEL EXPENSE LEDGER

Public Transportation Records

EMPLOYEE NAME

DEPARTMENT

LEDGER PERIOD

EMPLOYEE ID

DATE	ORIGIN / DEPARTURE	DESTINATION	TRANSPORT MODE (TRAIN/BUS/SUBWAY/ETC)	BUSINESS PURPOSE	RECEIPT (Y/N)	FARE (AMOUNT)
Total Expenses Claimed						

EMPLOYEE SIGNATURE DATE

MANAGER APPROVAL SIGNATURE DATE