

RIDESHARE & TAXI EXPENSE REPORT

Uber, Lyft, and Taxi Business Disbursements

Employee Name		Report Date	
Department		Period From	
Manager/Approver		Period To	

DATE	PROVIDER	BUSINESS PURPOSE	ORIGIN (FROM)	DESTINATION (TO)	FARE	TIP	TOTAL

Subtotal Fare	
Total Tips	
Grand Total	

Employee Signature Date

Authorized Approver Signature Date