CLIENT CONSULTATION MILEAGE & EXPENSE TRACKER

Expense Report for Client Visits and Consultations

EMPLOYEE NAME:

DEPARTMENT:

PERIOD START:

PERIOD END:

MANAGER / APPROVER:

MILEAGE RATE ($/MI):

DATE	CLIENT / PURPOSE	ORIGIN	DESTINATION	ODOMETER START	ODOMETER END	TOTAL MILES	TOLLS & PARKING ($)	OTHER EXPENSES ($)

Total Miles Claimed	
Mileage Reimbursement	
Total Tolls & Parking	
Total Other Expenses	
Total Reimbursement Due	

Employee Signature Date

Approver Signature Date