Expenses for week ending:_____

Date	Details/Business Purpose	#*	Amount	
		Total		

#	Expense Category	Total This Week		Total to last Week		Total to Date	
1	Auto Gas & oil						
2	Auto Service (inc. tires/lube)						
3	Auto Tolls/Parking						
4	Taxi						
5	Plane/Train/Bus Fares						
6	Laundry/Dry Cleaning						
7	Postage/Office						
8	Telephone calls						
9	Hotel/Motel						
10	Auto Rental						
11	Business Miles**						
12	Meals						
13	Entertainment						
14	Tips						
15							
16							
17							
18							
	Totals						

* In this column, enter the expense category number from the list below **Use if calculating on a cost-per-mile basis

Bus. Miles for week ending:_____

Date	Details/Business Purpose	Beginning Miles	Ending Miles	Total Miles
			Total Business Miles	

Weekly Summary	Total This Week	Total to last Week	Total to Date
Total Business Miles			
Alternate Method—Cost per mile*			
Total Business Miles		@_____¢ /mile	

* If computing miles at cost per mile, add this figure into the weekly summary of expenses