

DAILY EXPENSES										DATE: From _____ To: _____		Page No. ___ of ___		SUMMARY	
DATE	ITEM	PLACE	PURPOSE	RELATIONSHIP	ACCT NO	RCPT ✓	Bal. Fwd.		ACCT NO	Account	Amount				
							AMOUNT CHARGES	CASH							
										Breakfast					
										Lunch					
										Dinner					
										Entertainment					
										Hotel or Motel					
										Transportation					
										Auto Rental					
										Baggage					
										Tips - Other					
										Parking Tolls					
										____miles @ _____					
Subtotal/ Total											Total				

DAILY EXPENSES										DATE: From _____ To: _____		Page No. ___ of ___		SUMMARY	
DATE	ITEM	PLACE	PURPOSE	RELATIONSHIP	ACCT NO	RCPT ✓	Bal. Fwd.		ACCT NO	Account	Amount				
							AMOUNT CHARGES	CASH							
										Breakfast					
										Lunch					
										Dinner					
										Entertainment					
										Hotel or Motel					
										Transportation					
										Auto Rental					
										Baggage					
										Tips - Other					
										Parking Tolls					
										____miles @ _____					
Subtotal/ Total											Total				

DAILY EXPENSES										DATE: From _____ To: _____		Page No. ___ of ___		SUMMARY	
DATE	ITEM	PLACE	PURPOSE	RELATIONSHIP	ACCT NO	RCPT ✓	Bal. Fwd.		ACCT NO	Account	Amount				
							AMOUNT CHARGES	CASH							
										Breakfast					
										Lunch					
										Dinner					
										Entertainment					
										Hotel or Motel					
										Transportation					
										Auto Rental					
										Baggage					
										Tips - Other					
										Parking Tolls					
										____miles @ _____					
Subtotal/ Total											Total				