

UUA TRAVEL AND ENTERTAINMENT EXPENSE REPORT

WEEK ENDING

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PRINT NAME AND ADDRESS

TRAVEL EXPENSES CHARGED TO UUA (INCLUDE COMPANY CREDIT CARD CHARGES)

	MON	TUE	WED	THU	FRI	SAT	SUN	
DATE								
FROM								
TO								
AIRPLANE, TRAIN FARES, ETC.								-
LOCAL FARES - TAXI, BUS, ETC.								-
AUTOMOBILE	ENTER AUTOMOBILE EXPENSES BELOW. THEY WILL BE TOTALLED AT RIGHT.							-
LODGING								-
BREAKFAST								-
LUNCH								-
DINNER								-
OTHER								-
TOTAL								-
TOTAL A								-

PURPOSE OF TRIP OR NAME OF COMMITTEE:

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ENTERTAINMENT EXPENSES

DATE	NAME OF PERSONS	PLACE	NATURE AND PURPOSE OF EXPENSE	AMOUNT
TOTAL B				-

AUTOMOBILE EXPENSES

DATE	MILEAGE (\$0.505/mile)		PARKING AND TOLLS	RENTAL CAR		TOTAL AMOUNT	
	DISTANCE	AMOUNT		FEE	GAS		
						-	TOTAL REIMBURSABLE EXPENSE
						-	LESS UUA AMEX
						-	SUBTOTAL
						-	LESS CASH ADVANCE
						-	NET CASH DUE
						-	
TOTAL						-	

FINANCE DEPARTMENT USE ONLY	
AUDIT BY:	DATE
DATE PAID:	
CHECK NUMBER:	

ACCOUNT NUMBER	AMOUNT

VICE PRESIDENT'S OR DEPT. DIRECTOR'S APPROVAL

This report is a true and complete accounting of my expenses for the period indicated.

signature

date