

EXPENSE REPORT

NAME:

WM ID#:

EXPENSE PURPOSE:

DATE:	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
Gas								
Airfare								
Rail/Bus								
Hotel								
Local Cab/Van								
Printing								
Photocopying								
Fax								
Office Supplies								
Shipping								
Postage								
Miscellaneous*								
Total								

Provide detail for all asterisked expenses. Only specific expenses can be covered so if you are not sure, ask first.

Expense Type	Details

Checklist

- Original receipts for all expenses including itemized detail and the business name
- Credit card receipts show your name or you've included a photocopy of your card
- Have included a copy of your cancelled check for each charge paid for by check
- Have included your boarding pass or ticket stub for each flight taken
- Have included travel directions from Mapquest or Expedia for all mileage claims
- Have only claimed expenses that the school covers