



**Equipment & Service Solutions**

Expense Report

Dept:

Sales - FW

Period covered:

Date Expense Made:							
1 - Auto Mileage							
2 - Gas Purchased							
3 - Hotel Expense							
4 - Telephone							
5 - Meals							
6 - Entertainment							
7 - Materials Purchased							
8 - Miscellaneous							

Date:	Line #:	Explanation Of Business Purposes

Total Advances:

Total Expenses This Report:

Balance Due Company:

Balance Due Employee:

Check #:

Check Date:

I certify that this a true statement of all expenses incurred by me on behalf of KMH Systems for the period indicated.

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_