



P. O. Box 1224, San Ramon, CA 94583
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Expense Reporting

Make ALL travel arrangements with Downtown Travel (1-800-229-8004).

Name: Jim Smith SS No.: 555-00-1234 Week Ending: 2/19/02
 Your Signature: Jim Smith Work No.: 925-829-1234 Authorization: _____
 Course Name: Pole Climbing Course Number: 54545

Attach all original receipts for reimbursement, including all direct bill items. If expense item is a direct bill, note it within brackets (< >) for each category/day.

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS	
Month/Date		2/13	2/14	2/15	2/16	2/17	2/18	2/19		
1	Auto Rental	—————→								<285.00>
2	Lodging								<635.00>	
3	Airfare								320.00	
4	Taxi/Bus/Tolls/Pking.									
5	Meals									
	Breakfast	5.00	5.00	5.00	5.00	5.00	5.00			
	Lunch	10.00	10.00	10.00	10.00	10.00	10.00			
	Dinner	15.00	15.00	15.00	15.00	15.00	15.00			
	Total	30.00	30.00	30.00	30.00	30.00	30.00		180.00	
6	Mileage (total)									
	Reimbursed Mileage									
7	Misc. <u>Tip</u>	2.00	2.00	2.00	2.00	2.00	2.00		12.00	
Total Expenses (Do not include "Direct Bill" items.)									512.00	

Use this section to explain any "out of the ordinary" exceptions from authorized expenses for which you have already received approval from your manager. Include the manager's name and the date approval was received.



Expense Reporting Explanation

Referring to the attached sample form this example shows a person on a two week assignment away from home.

- 1 Auto Rental**

The first week (1/30 - 2/5) indicates that this person has a car rental for the two week period and will not get a receipt until the car is turned in n the following week. This second week reflects the total cost for the two week rental period (no insurance, upgrade or gas). this must be in the bracket if it's direct billed to ASAP.

- 2 Lodging**

The receipt MUST be turned in WEEKLY and the total dollar amount MUST be in the bracket if direct billed to ASAP. Only "Room" and "Tax" are to be direct billed.

- 3 Airfare**

This receipt must reflect cost of air travel (normally round trip) and is on Expense Reporting Form for the first week of the assignment.

- 4 Taxi/Bus/Tolls/Parking**

Includes shuttle service to and from the airport, if required, as well as airport parking, etc.

- 5 Meals**

Meals must be broken out by meal type (breakfast, lunch, dinner). When buying groceries they should be reflected on the date of purchase. If buying groceries the day total may be more than \$30, but the week cannot be more than the number of days times \$30 (e. g., 7 x \$30 = \$210, 6 x \$30 = \$180).

Meals cannot be more than \$30 per day. Tips for meals must be included in the meal section of the Expense Reporting Form.

- 6 Mileage**

If commuting to work, miles one way must be over 50 (round trip 100) in order to get reimbursed. Mileage is paid at .345 cents per mile.

- 7 Miscellaneous**

No more than \$2.00 per day is authorized for maid or porter tips.

Gas for rental cars may be displayed in the section.

Other miscellaneous expenses will be included in this section (e. g., supplies if authorized).
