TRAVEL EXPENSE REPORT

Robert W. Spillman

Date 1984	Personal Car Miles	Amount	Air or Rail	Rental Car	Taxi, Bus Sub, etc	Hotel
Sun	0	$0.00	0*	0*	0	0B
	0	$0.00	0*	0*	0	0L
1	0	$0.00	0*	0*	0	0D
Mon	0	$0.00	0*	0*	0	0B
	0	$0.00	0*	0*	0	0L
2	0	$0.00	0*	0*	0	0D
Tues	0	$0.00	0*	0*	0	0B
	0	$0.00	0*	0*	0	0L
3	0	$0.00	0*	0*	0	0D
Weds	0	$0.00	0*	0*	0	0B
	0	$0.00	0*	0*	0	0L
4	0	$0.00	0*	0*	0	0D
Thur	0	$0.00	0*	0*	0	0B
	0	$0.00	0*	0*	0	0L
5	0	$0.00	0*	0*	0	0D
Fri	0	$0.00	0*	0*	0	0B
	0	$0.00	0*	0*	0	0L
6	0	$0.00	0*	0*	0	0D
Sat	0	$0.00	0*	0*	0	0B
	0	$0.00	0*	0*	0	0L
7	0	$0.00	0*	0*	0	0D
TOTALS	0	$0.00	$0.00*	$0.00*	$0.00	$0.00

Mile=	$0.20 *=Charged	Prev Rpt= $0.00
Sunday		Cash Adv= $0.00
Date=	1	Sub $0.00
		Reimbur= $0.00

Total	$0.00
Cash Exp=	$0.00
Owe Me=	$0.00
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TRAVEL EXPENSE WORKSHEET (LOTUS 123)

INSTRUCTIONS:

This spreadsheet calculates travel expenses by date and catagory.

1. Enter Sunday's date in cell D40.
2. Enter personal car mileage and travel expenses.
3. All airline and car rental expenses are assumed to be
   charged directly to the company and are automatically
   in the charged column.
4. Assign a charge distribution (percentage) in Q40 ... Q43.
5. Enter any cash advances, reimbursements and previous
   report expenses not yet settled in J37, J38, and J40.
6. Recalculate spreadsheet (or change default to auto recalculADONLY

Meals inc tips	Tel & Telg	Other		TOTAL Cash	Charged
-	-	-	-	-	-
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
-	-	-	-	-	-
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
-	-	-	-	-	-
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
-	-	-	-	-	-
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
-	-	-	-	-	-
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
-	-	-	-	-	-
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
-	-	-	-	-	-
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
	0	0	0	$0.00	$0.00
-	-	-	-	-	-
$0.00	$0.00	$0.00		$0.00	$0.00
-	-	-	-	-	-

Checksum = $0.00 $0.00

- -

18 April TOTAL= $0.00

0% $0.00

	0%	$0.00
	0%	$0.00
	0%	$0.00
Sum=		$0.00