

Mars Space Constructuion, LLC - Engineering Dept.
CASH Expense Report

Name: _____

Date: _____

Date	Place of Transaction	Lodging	Airfare	Cab	Meals	Phone	Vehicle Expense & Gas	Other	Job Number	TOTAL	Rebill? Yes/no	Credit or Cash	Description / Comments
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		TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			

Total Travel - lodging, transportation, auto rental	\$ -	Approved By	Attach Receipts and Paid Bills
Total meals	\$ -		
Total vehicle expenses (gas & repairs)	\$ -		
Total phone & other	\$ -	Approved By	
Charges on Corporate Credit Card			I Certify the Above is Correct: Signed,
Total Cash Expenses	\$ -		
Travel Advance			
Amount Due Employee		Approved By	
Amount Due Company			