LaneStaffing

Big Business Solutions. Small Business Flexibility

Name:	**Client Company:**
Month of:	
Job Title:	**Phone Number:**

Mailing Address:

Address　　　　　　　　　*City/State*　　　　　　　　*Zip*

Date	Meals	Business Entertainment	Travel/ Airfare	Lodging	Other Expenses	Mileage	Detailed Description	Charge Acct. Code
Total	$ -	$ -	$ -	$ -	$ -	0		

Total Miles _____ *x Cents per Mile* _____ = *Mileage Expense* _____

Mileage Expense	$ -	+ **Expenses**		= **Total Expenses**

AUTHORIZED SIGNATURE:
TITLE　　　　　　　　　　**DATE:**