

EXPENSE REPORT

UNIVERSAL RESOURCES INC.
 2763 Meadow Church Rd. Suite 202
 Duluth, GA 30097-4033
 PHONE (770) 476-9333
 FAX (770) 476-1191

EMPLOYEE: _____
Week End: _____
APPROVAL: _____
Project Manager/

	INSERT DATE →	S	S	M	T	W	T	F	TOTAL
EXPENDITURES									
MEALS	Breakfast*	}	Include any tips.						
	Lunch*								
	Dinner*								
LODGING									
TRANSPORTATION	Personal Car @ 50.50								
	Airplane								
	Rental Car								
	Railroad								
	Limousine								
	Taxi (include any tips)								
	Parking								
	Tolls								
OTHER	TIPS (for other than meals and taxi)								
	TELEPHONE								
	LAUNDRY								
	GASOLINE								
	MISC.								
ENTERTAINMENT (fill in required details below)									
TOTAL EXPENDITURES									

DETAILS OF EXPENDITURES					
Trip to and Purpose of Expenditures	PRCN	ACTIVITY / WBA	EWO	PROJECT	AMOUNT
Total					

(Note: the individual with the highest position should be the one picking up the meal check)
 * If meal includes other individuals please list individual's name and company: _____