

_WEEK
Beginning _____
Ending _____

Business Trip Record

Enclose All Receipts, Registrations & Schedules In This Envelope.

Destination _____
Purpose _____

Description	Sun. ____	Mon. ____	Tues. ____	Wed. ____	Thurs. ____	Fri. ____	Sat. ____	Total	NOTES
business activity									
breakfast									
lunch									
dinner									
entertainment									
tips									
hotel									
air/ground transport									
auto rental									
business mileage									
gas/oil/repairs									
parking									
telephone/postage									
laundry/valet									
miscellaneous									

Entertainment documentation must include the amount spent, time, date, place, purpose, and identification of the people who participated.

