

# THE BLADE - NEWSROOM EXPENSE REPORT

Name: \_\_\_\_\_

Week Ending: \_\_\_\_\_

Mileage Rate:

DATE	ODOMETER	MILES	DESTINATION PURPOSE / OTHER	OTHER AMT.
	Start:			
	End:			
	Start:			
	End:			
	Start:			
	End:			
	Start:			
	End:			
	Start:			
	End:			
	Start:			
	End:			
<b>Total Miles:</b>			<b>TOTAL MILEAGE REIMBURSEMENT</b>	
<b>ACCOUNT #</b>			<b>TOTAL OTHER REIMBURSEMENT</b>	
			<b>TOTAL REIMBURSEMENT</b>	

SIGNED \_\_\_\_\_

APPROVED \_\_\_\_\_

APPROVED \_\_\_\_\_