

EXPENSE REPORT

Name:

Aircraft #:

Customer:

Routing:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date								
RON Location								
Exchange Rate								
TRANSPORTATION								TOTALS
Air / Train Fares								
Taxis								
Auto Rental								
Fuel								
Parking & Tolls								
<i>TOTALS</i>								
MILEAGE @ .60/mi								
Actual Miles								
<i>TOTALS</i>								
LODGING EXPENSES								
Hotels								
MEAL EXPENSES								
Breakfast								
Lunch								
Dinner								
Per Diem								
<i>TOTALS</i>								
AIRCRAFT EXPENSES								
Handling / Landing								
Catering / Supplies								
<i>TOTALS</i>								
OTHER EXPENSES								
Cell / Fon Card								
Phone/Fax/Internet								
Tips / Gratuities								
Misc. (Explain)								
<i>TOTALS</i>								
Misc. Details						Total Expenses:		
1) Cellphone \$15/Day Dom, \$25/Day Intl (No Airtime Billed)								
2)						Less Advances:		
3)								
4)						Due Pilot:		

(on file)

Pilot Signature Date

Authorized by Date