

COASTAL TRANSPORT CO., INC.

1603 ACKERMAN ROAD
SAN ANTONIO, TEXAS 78219

... Miles Ahead In Safety

EXPENSE STATEMENT

NAME _____ DEPT. _____ WEEK _____ 20_____

DAY	PLACE	BREAK FAST	DINNER	SUPPER	LODGING	AUTO EXP.	ENTER- TAINMENT	ADVERTISING PROMOTION	MISC.	TOTAL
TOTAL \longrightarrow										

ITEMIZATION OF EXPENSES FROM "MISCELLANEOUS" COLUMN	AMOUNT	MILEAGE
		SPEEDOMETER READING ENDING
		SPEEDOMETER READING BEGINNING
		TOTAL MILES TRAVELED
		PLEASE: TURN IN YOUR EXPENSES AT THE END OF EACH WEEK.

TIRES PURCHASED	
DATE	
SIZE	
SERIAL NO.	
MAKE	

THIS MEMORANDUM COVERS ORDINARY AND NECESSARY EXPENSES INCURRED IN CONNECTION WITH COMPANY BUSINESS.
 INCLUDES NO ITEMS OF PERSONAL NATURE AND ALL RECEIPTS FOR EXPENDITURES ARE ATTACHED.

SIGNATURE _____

TITLE _____

APPROVED _____ DATE _____