

Ops Plus, Inc.

Expense Report

Employee Name: _____

Period Ending: _____

Detailed Expenses

Mileage Rate: 0.51

Transportation	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Totals
Miles Driven								
Reimbursement	0	0	0	0	0	0	0	0.00
Parking/Tolls								0.00
Auto Rental								0.00
Taxi/Limo								0.00
Other (Rail/Bus)								0.00
Airfare								0.00
Totals	0	0	0	0	0	0	0	0.00

Lodging	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Totals
Lodging								0.00
Other								0.00
Totals	0	0	0	0	0	0	0	0.00

Food	Mon 8/1/05	Tue	Wed	Thu	Fri	Sat	Sun	Totals
Breakfast								0.00
Lunch								0.00
Dinner								0.00
Other								0.00
Totals	0	0	0	0	0	0	0	0.00

Miscellaneous	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Totals
Supplies/Equipment								0.00
Phone/Fax								0.00
Entertainment								0.00
Other								0.00
Other								0.00
Other								0.00
Totals	0	0	0	0	0	0	0	0.00

Detailed Entertainment Record

Date	Place Name & Location	Business Purpose	Amount

Purpose: _____

Summary of Expenses

Total Expenses	0.00
Less Cash Advance	
Less Company Charges	
Amount Due to Employee	0.00
Amount Due to Company	0.00

Prepared By: _____

Approved By: _____

Date: _____

Date: _____