



Employee Expense Form

4500 McDonnell Blvd. St. Louis, MI 63134

(314) 422-5915 fax (314) 427-4326

Employee No.

Expense Period

Employee Information

Employee Name

Street Address

City

Phone No.

State

Zip

Email

Expense Information

✓	Date	Type	Description	Amount	Cost	Subtotal
	X	1	Mileage		.50	
	X	2	Hotel/motel room		50.00	
	X	M1	Meal/breakfast		5.00	
	X	M2	Meal/lunch		7.00	
	X	M3	Meal/dinner		12.00	

Notes: To claim standard expenses, enter the amount in the Amount column (eg. 300 miles or 4 breakfasts).

For other expenses, enter Date, Descriptions and Cost (eg: customer entertaining) - you must submit receipts.