

Supervisor Approval

President Approval

Accounting Approval

## MINN WATER EXPENSE REPORT

Employee's name: Report name: Business Purpose:	Doc #: Employee ID: Daytime Phone #:	
Note:		

DATE								TOTAL	General Account
DAY	SUN	MON	TUE	WED	THU	FRI	SAT		
Air Fare									O Minn Water
Breakfast									○ Pwwtp.com
Lunch									O International
Dinner									
Hotel									
Phone/Cell/Internet									
Taxi/Car Rental									Special Categories
Entertainment (See below)									
Gas and Oil									🔿 Normal Travel
Parking/Tolls									○ Office Supplies
Miles Driven							• • • • • • • •		$\bigcirc$ Trade Show
\$ @ 0.555/mile									○ R&D Expense
Incidentals									○ Warranty
Other (itemize)									◯ Start Up
									Date Entered:
									Acct. # Amount
TOTAL									
The currency of	is the			valued at			per US		
					The val	ue of this re	eport is: \$		

Details of Entertainment Expenses						
Date	Name and Location of Entertainment					

By submission of this expense form, I certify that: The expenses claimed as reimbursable on the form are a true and accurate accounting of the necessary business-rated expenses incurred for this business trip; and there are no items listed as reimbursable which relate to personal or unallowable expenses. I have not, and will not, be receiving reimbursements from any other source for these expenditures nor have any of these expenses already been paid by another entity.