

ATR EMPLOYEE EXPENSE SHEET

Employee Name:

For the Period Ending:

Type of Expense	Date	Client/Contact Names	Expense Purpose	Description	Amount	Accounting Use Only Code
Lodging						
Per Diem						
Meals						
Car Rental						
Fuel						
Mileage						
Other						

Total Expenses: \$ -

Check Requested By: _____
Date: _____

Client or ATR Approval: _____
Date: _____