Form Exp-101

AIR CARGO CARRIERS INC.
EXPENSE REPORT

PAID
DATE
CHECK #

Submitted By: _____ **Date:** _____

HIGHLIGHTED AREAS
OFFICE USE ONLY

Approved By: _____ **Date:** _____

(1.) Company Credit Card Recap

Check card type **Am. Exp.**☐ **Visa**☐ **Date: Month**_____ **Year**_____

AFT Fuel	FBO Fees	Airfare	Office Exp.	AFT Sup/Prt	Lodging	Auto Fuel	Rental Car	M& Ent.	Misc. Exp	Total
										0.00
										$0.00

(2.) Employee Reimbursement - Cash/Personal Credit Card

Rec. No.		Date	Loc./Flt#	Expense Payee/Description	Expense Class	Amount	Account Number
			/		1		
			/		1		
			/		1		
			/		1		
			/		1		
			/		1		
		DATE ADVANCE -	/ /	Cash Advance Source	Advance Amount	$-	
		DATE ADVANCE -	/ /	Cash Advance Source	Advance Amount	$-	
					Total Employee Reimbursement	$0.00	

(3.) Mileage Reimbursement

	Date	Miles	Destination Traveled	Rate	(rate) x (miles)	.455 eff. 9/1/05
				0.445	$0.00	
				0.445	$0.00	
	Company Paid Fuel Adjustment				$0.00	

(4.) Per Diem (Administrative)

Total Employee Reimbursement 0.00

	Dates to/from	No. Days	Destination Traveled	Daily Rate	(rate) x (days)	
				28.00		
				28.00		

EXPENSE CLASS
1 Airfare
2 Lodging
3 Meals & Entr.
4 Auto
5 Telephone
6 Aircraft Parts
7 Aircraft Supplies
8 Office Supplies
0 Miscellaneous

Comments: Personal Car rental

Total Employee Reimbursement $