

DIMEO PROPERTIES

EXPENSE REPORT

Employee: _____

Month of: _____

Project #	Date	To and From	Miles Driven	Parking & Tolls	Misc	Description	0.70 Miles \$ Total	Per Mile Parking, Tolls &	Combined Daily Total

Subtotal

Employee Signature: _____

Date: _____

Less Advance\$

Supervisor Approval: _____

Date: _____

Total