DAILY EXPENSE REPORT

One day, one page: each expense with its receipt, plus the day's miles at the IRS rate.

Employee ______________________ **Date** ______________________

Manager ______________________ **Territory / client** ______________________

Business purpose ______________________ **Mileage rate** ______________________

Time	Description	Category	Payment	Amount	Receipt #

Expenses subtotal	
Miles driven today	
Mileage reimbursement	
TOTAL FOR THE DAY	

Mileage: miles x the IRS standard rate (76 cents for Jul-Dec 2026). Categories: Airfare · Lodging · Meals & tips · Ground transport · Fuel / mileage · Parking & tolls · Supplies · Phone / internet · Entertainment · Other

Employee signature / date

Approved by / date