

MONTHLY EXPENSE REPORT

One row per expense through the month; tally each category in the summary below.

Name _____

Month _____

Business / department _____

Prepared by _____

[illegible]

CATEGORY SUMMARY

Airfare	
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Parking & tolls

Lodging

Supplies

Meals & tips

Phone / internet	
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Ground transport	
1. Trucking - Most common mode of transport for heavy goods. - Flexible routes and schedules. - High cost per mile compared to rail.	
2. Rail - Efficient for large volumes of bulk goods. - Lower cost per mile than trucking. - Limited flexibility in routes and schedules.	
3. Water - Most cost-effective for international trade. - Slowest mode of transport. - Limited to ports and waterways.	
4. Air - Fastest mode of transport. - Highest cost per mile. - Limited capacity for heavy goods.	

Category	Value
Entertainment	

Fuel / mileage	

Other	
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MONTH TOTAL

Prepared by / date

Reviewed by / date