

Monthly/Quarterly Personal Expense Report

Employee: _____ Period: _____ Sheet _____ of _____

MEALS/ENTERTAINMENT EXPENSES				
Date	Place	Client/Guest	Code	Amount
SUBTOTAL				

LODGING/TRANSP/MISC EXPENSES			
Date	Description	Cash	A/c
SUBTOTAL			

SUMMARY			
AUTO: _____ MILES @ _____¢ per mi	\$	LODGING / TRANSP. / MISC.	\$
TOLLS	\$	MONTHLY TOTAL:	\$
PARKING	\$	CASH ADVANCES	\$
MEALS & ENTERTAIN.	\$	NET DUE: <input type="checkbox"/> Employee <input type="checkbox"/> Company	\$

PLEASE ATTACH: Auto-detail report, telephone and public transportation substantiations, lodging detail bills and receipts over \$20.00. Lack of support may result in disallowance.

Employee Signature _____ Date: _____ Authorized Signature _____ Date: _____

Codes: 01-New Business, 02-Client Conference, 03-General Conference, 04-Trip or Related, 05-Work Related, 06-Professional Requirement

SUBTOTAL | | |

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Personal Size Expense Report S

**United States. Internal Revenue
Service**



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Personal bankruptcy analysis of four reports on Chapter 7 debtors' ability to pay : report to congressional requestors , USDA Consumer Expenditure Survey Reports United States. Agricultural Research Service,1965 NACA Bulletin National Association of Cost Accountants (U.S.),1927 **Oversight of Governmentwide Travel Management** United States. Congress. Senate. Committee on Governmental Affairs. Subcommittee on Oversight of Government Management and the District of Columbia,1996 Federal Information Sources and Systems ,1984 Includes subject agency and budget indexes Federal Information Sources & Systems , Computerworld ,1984-11-12 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network *Master VISUALLY Excel 2007* Elaine Marmel,Elaine J. Marmel,2008-03-10 Presents step by step screen shots and instructions on the features and functions of Excel 2007 covering such topics as formatting cells designing worksheets calculating data creating charts analyzing data and working with macros **Individual City Reports** ,1944 James Stroman,2008-04-04 Between coordinating meetings making travel arrangements and running the phone lines being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication written presentations and organizational ability Written in a down to earth style Administrative Assistant s and Secretary s Handbook provides readers with information on subjects including record keeping telephone usage office machines mail business letters and computer software skills Now in its third edition the book has been completely revised with expanded coverage of topics including electronic records management interpersonal and communication skills troubleshooting computer problems time and stress management customer service event planning web conferencing math for office professionals office management and supervision transcription and much more Comprehensive and completely up to date this is the book every administrative professional should own Reports Presented to the General Assembly ... Rhode Island,1916 **Corporate Fraud Handbook** Joseph T. Wells,2017-05-01 Delve

into the mind of a fraudster to beat them at their own game Corporate Fraud Handbook details the many forms of fraud to help you identify red flags and prevent fraud before it occurs Written by the founder and chairman of the Association of Certified Fraud Examiners ACFE this book provides indispensable guidance for auditors examiners managers and criminal investigators from asset misappropriation to corruption to financial statement fraud the most common schemes are dissected to show you where to look and what to look for This new fifth edition includes the all new statistics from the ACFE 2016 Report to the Nations on Occupational Fraud and Abuse providing a current look at the impact of and trends in fraud Real world case studies submitted to the ACFE by actual fraud examiners show how different scenarios play out in practice to help you build an effective anti fraud program within your own organization This systematic examination into the mind of a fraudster is backed by practical guidance for before during and after fraud has been committed you ll learn how to stop various schemes in their tracks where to find evidence and how to quantify financial losses after the fact Fraud continues to be a serious problem for businesses and government agencies and can manifest in myriad ways This book walks you through detection prevention and aftermath to help you shore up your defenses and effectively manage fraud risk Understand the most common fraud schemes and identify red flags Learn from illustrative case studies submitted by anti fraud professionals Ensure compliance with Sarbanes Oxley and other regulations Develop and implement effective anti fraud measures at multiple levels Fraud can be committed by anyone at any level employees managers owners and executives and no organization is immune Anti fraud regulations are continually evolving but the magnitude of fraud s impact has yet to be fully realized Corporate Fraud Handbook provides exceptional coverage of schemes and effective defense to help you keep your organization secure

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