

Zimbrick, Inc. Employee Expense Report

<input type="checkbox"/> 1601	<input type="checkbox"/> European	<input type="checkbox"/> Saturn of Rockford	<input type="checkbox"/> Zimbrick Eastside
<input type="checkbox"/> Acura of Brookfield	<input type="checkbox"/> Saturn of Madison	<input type="checkbox"/> Volkswagen of Madison	<input type="checkbox"/> Zimbrick of Middleton

Employee Name: _____

Travel Date from _____ to _____

Travel to (city,state): _____

Travel from (city,state): _____

Reason for travel: _____

Date	Air Fare	Hotel	Parking	Cab Fare Car Rental	Meals	Other \$	Other Explain	Total

Please attach all receipts. Please note, per IRS regulations, our finance team will review all expenses. Zimbrick, Inc. will not reimburse for liquor, laundry, movies, gift shop purchases, etc. Zimbrick, Inc. will reimburse coach air fare fully. Meals will be reimbursed to a maximum of \$30 per day.

Initial Odometer Reading	Final Odometer Reading	Total Miles	Personal Miles	Total Business	Rate PerMile	Total Mileage Reimbursement

Total Expense Claimed:

Employee Signature

Date

Manager's Signature

Date

General Manager's Signature

Date