Expense Report

Appelbaum Training Institute
104 Industrial Boulevard, Suite A
Sugar Land, Texas 77478
Fax: (281) 494-4094

Speaker: _____

Seminar City (s): _____

Seminar Date (s): _____

ITEM	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
Breakfast								$0.00
Lunch								$0.00
Dinner								$0.00
Cell Phone								$0.00
Car Rental								$0.00
Taxi								$0.00
Parking								$0.00
Tips								$0.00
Tolls								$0.00
Sleeping Room								$0.00
Supplies Purchased								$0.00
Shipping/Postage								$0.00
Gasoline								$0.00
Other:								$0.00

NOTES

TOTALS

Total From Above	$0.00
Minus Sleeping Room Expenses Paid By Appelbaum Training Institute Credit Card	
Total Due	$0.00

NOTE: Attach all receipts and return this form into the office within five days of seminar

I hereby certify that the above expenditures represent money spent for business only and no items of a personal nature are included.

_____

Signature Date