

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								
Lunch								
Dinner								
Cell Phone								
Car Rental								
Taxi								
Parking								
Tips								
Tolls								
Sleeping Room								
Supplies Purchased								
Shipping/Postage								
Gasoline								
Other:								

TOTALS

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

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