

BURDG-DUNHAM & ASSOCIATES CONSTRUCTION FIELD EXPENSE REPORT

Employee Name: _____
 Cell Number: _____
 Type of Vehicle: _____
 Trailer Size: _____

Date: _____
 Job Number: _____
 Job Location: _____
 Project Manager: _____

Original receipts of money spent must accompany this expense report. Incomplete expense reports will be returned. Money will be reimbursed upon completion of report. List only one job per expense report.

TRANSPORTATION								Office Use Only
Date Left	Date Arrived	Location Left From	Location Arrived To	# of Miles	\$ Per Mile	Other Cost	Total	
Total Expenses								

JOB/MISC EXPENSES			Office Use Only	
Date	Description	Amount		Expense #
Total Expenses				

EXPENSE SUMMARY	
Tranportation	
Job/Misc Expenses	
Total	
Minus Advances	
Total Payable	

List only one job on each expense report. List your location that you left from and the location that you arrived to by the city name and state.

Employee's Signature: _____ Date: _____

Project Manager's Signature: _____ Date: _____

Burdg-Dunham does accept digital signature. By typing in your name in the Signature field of this form and submitting via email, your signature provided in the data submitted will be considered legally binding.