

NAME: _____

JOB NAME / NUMBER _____

WEEK ENDED _____

EXPENSE REPORT



Building success.

Roers Construction
200 45th Street South
Fargo, ND 58103
TEL: 701.356.5050
FAX: 701.282.2121
www.roers.com

Development / Construction / Property Management
Commercial & Residential Real Estate

DAY	MILEAGE		MILES	MILEAGE @ ___ PER MILE	DAYS WORKED (✓)	NIGHTS OUT _____	MISCELLANEOUS	
	FROM	TO						
SUNDAY								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
TOTAL								GRAND TOTAL

BUSINESS PURPOSE OF TRAVEL

Approved by _____

Paid Date _____

NOTE: Keep receipts for motels and daily diary of all other expenses for IRS purposes.

EQUAL OPPORTUNITY EMPLOYER - AFFIRMATIVE ACTION