Woonsocket Housing Authority

679 Social Street • Woonsocket, Rhode Island 02895-0290

Weekly Expense Report

Employee Name:		Employee #
Week Ending	Date Entered	SS #
Territory	Dept.	

	Expense Items	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Meals & Misc	Breakfast								
	Lunch								
	Dinner								
	Tips								
	Misc.								
	Other								
	Total								

*Please identify below See instructions on back regarding these claims

Lodging & Trans	Lodging								
	Taxi/Limo								
	Other								
	Tips								
	Parking								
	Telephone								
	Air Transportation								
	Other Transportation								
	Total								

Travel	Daily Mileage								Total Mileage
	Travel From								Base Rate A
	Travel To								Base Rate B
	Purpose								Total Mileage Exp.

Entertain	Place								Be sure to attach all receipts
	Business								
	# Persons								
	Amount								

Support Expense Claims Above with the Following Explanation				Subtotal
				Less Advance
				Due Company
				Due Employee
Employee Signature	Approval	Approval	Approval	