

Capstone Construction



Employee Expense Sheet

Name: _____
 Month: _____

Day	Job Name / Odometer Reading					Total Miles
	1st Job	2nd Job	3rd Job	4th Job	5th Job	
1	/	/	/	/	/	
2	/	/	/	/	/	
3	/	/	/	/	/	
4	/	/	/	/	/	
5	/	/	/	/	/	
6	/	/	/	/	/	
7	/	/	/	/	/	
8	/	/	/	/	/	
9	/	/	/	/	/	
10	/	/	/	/	/	
11	/	/	/	/	/	
12	/	/	/	/	/	
13	/	/	/	/	/	
14	/	/	/	/	/	
15	/	/	/	/	/	
16	/	/	/	/	/	
17	/	/	/	/	/	
18	/	/	/	/	/	
19	/	/	/	/	/	
20	/	/	/	/	/	
21	/	/	/	/	/	
22	/	/	/	/	/	
23	/	/	/	/	/	
24	/	/	/	/	/	
25	/	/	/	/	/	
26	/	/	/	/	/	
27	/	/	/	/	/	
28	/	/	/	/	/	
29	/	/	/	/	/	
30	/	/	/	/	/	
31	/	/	/	/	/	

Monthly Mileage Totals: _____
 Total Mileage Allowance (Monthly Mileage Total X \$.30/mile): _____



Turn Sheet Over for Other Expenses, Adjustments, & Totals

