Santa Cruz Staffing - Expense Report - 2018

SANTA CRUZ STAFFING
9055 Soquel Dr., Ste. G
Aptos, CA 95003
831-423-8888

PURPOSE: _____ **PAY PERIOD: From:** _____

To: _____

EMPLOYEE INFORMATION:

Client _____

Name _____ Supervisor _____

Date	Description	Miles (distance)	Miles (@ rate 54.5 cents/mile)	Hotel	Fuel	Meals	Phone/ Internet	Entertainment	Misc.	Total
			$ -							$ -
			$ -							$ -
			$ -							$ -
			$ -							$ -
			$ -							$ -
			$ -							$ -
			$ -							$ -
			$ -							$ -
			$ -							$ -
			$ -							$ -
			$ -							$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

NOTES:

Subtotal $ -

Advances

APPROVED: _____ **Total** $ -

*** Please fax or email approved forms to 831-423-1111 / payroll@santacruzstaffing.com ***