

# Santa Cruz Staffing - Expense Report - 2019



**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 58.0 cents/mile)	Hotel	Fuel	Meals	Phone/ Internet	Entertainment	Misc.	Total	
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<b>NOTES:</b>										<b>Subtotal</b>	\$ -
										<b>Advances</b>	
										<b>Total</b>	\$ -

APPROVED: \_\_\_\_\_

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