

UCCRC

Ulster County Capital Resource Corporation

RECONCILIATION OF EXPENSE

NAME: _____

WEEK ENDING: _____

BUSINESS PURPOSE OF EXPENSE:

Date						
Destination						
Lodging/Room & Tax						
Meals						
Air Fare						
Auto Rental						
Gas (Rental)						
Bus, Limo, Taxi						
Parking/Tolls						
Telephone						
Gratuities						
Mileage @ .50 $\frac{1}{2}$ /mile						
Purchases						
Other (describe fully)						
Subtotal						
Total Due Employee						

Employee's Signature

Date

Authorized Approval

Date