

With ExpensePAL, logging your expenses while on the road is easy. After attaching your receipt to the front, you can quickly record the who, the what, the where, and the why on the back of each page. All the familiar expense accounts are included, but if you require custom categories, we can include those too.

Back of each ExpensePAL page

EMPLOYEE:	DURATION:	COST CENTER:
LOCATION:		PURPOSE:

RECEIPT AMOUNT \$	RECEIPT AMOUNT \$
DATE:	FOREIGN X-RATE:
Expense Type:	
<input type="checkbox"/> AIRFARE	<input type="checkbox"/> ENTERTAINMENT
<input type="checkbox"/> HOTEL	<input type="checkbox"/> LAUNDRY
<input type="checkbox"/> TELEPHONE	<input type="checkbox"/> PERSONAL
<input type="checkbox"/> TAXI/BUS/TRAIN	<input type="checkbox"/> POSTAGE
<input type="checkbox"/> TIPS	<input type="checkbox"/> SEMINAR/CONF. FEE
<input type="checkbox"/> CAR/LIMO	<input type="checkbox"/> SUPPLIES
<input type="checkbox"/> MILEAGE	<input type="checkbox"/> GIFTS
<input type="checkbox"/> PARKING	<input type="checkbox"/> MISC./OTHER
<input type="checkbox"/> GAS	<input type="checkbox"/> MEAL - PERSONAL
<input type="checkbox"/> MEAL - BUSINESS (fill below)	
Attendees:	Company:
Purpose:	
Payment Method:	
<input type="checkbox"/> Corp. Card <input type="checkbox"/> Personal Card <input type="checkbox"/> Cash <input type="checkbox"/> Advance <input type="checkbox"/> Other	
Notes:	

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