



BurnsSearch, LLC

Expense Report

Name _____ Pay Period: From _____ To _____

BurnsSearch Job# _____ Client / Location _____

Phone numbers where you may be reached regarding questions or corrections on expenses or timecards.

Job Site Phone #: _____ Home or Hotel Phone #: _____

ATTACH ORIGINAL RECIEPTS

Expenses	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Totals
Week 1 Date								
Week 2 Date								
Per Diem								
Hotel								
Airfare								
Auto Expenses/ Rental								
Ground Transportation								
Misc. Expenses (Itemize Below)								
Totals								

MISCELLANEOUS EXPENSES		
Date	Items	Amount

MAILING INSTRUCTIONS

- _____ Mail deposit to bank – *Provide deposit slip & envelope*
 - _____ Mail check to home address.
 - _____ Mail check to address other than home – *Provide self-addressed envelope*
 - _____ Direct Deposit (Payroll checks **only**)
- Initial setup required – see authorization forms*