

# LOAD ONE

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**“THE FUTURE BELONGS TO THOSE WHO DELIVER!”**

## WEEKLY EXPENSE REPORT

**\*\* DO NOT LIST ITEMS THAT WERE CHARGED TO FUEL CARDS OR COMPANY CHARGE ACCOUNTS\*\***

### EXPENSES

**TOLLS**

1	_____	4	_____
2	_____	5	_____
3	_____	Approved by	_____

>=>=>=>=>=      **TOTAL TOLLS (A):** \_\_\_\_\_

**OIL & ADDITIVES**

1	_____	3	_____
2	_____	Approved by	_____

>=>=>=>=>=      **TOTAL ADDITIVES (B):** \_\_\_\_\_

**MISC.**

1	_____
2	_____
3	_____
Approved by	_____

>=>=>=>=>=      **TOTAL MISC (C):** \_\_\_\_\_

**TOTAL EXPENSES (A+B+C):** \_\_\_\_\_

**PAY WEEK ENDING:** \_\_\_\_\_ **UNIT#:** \_\_\_\_\_

**DRIVERS NAME:** \_\_\_\_\_

**TO BE REIMBURSED ALL EXPENSES MUST BE PRE-APPROVED & RECEIPTS MUST BE ATTACHED TO THE BACK OF EXPENSE REPORT!**

**EXPENSES WILL BE DEDUCTED FROM ANY ADVANCES TAKEN ON THE CORRESPONDING WEEK. IF EXPENSES EXCEED ADVANCES, THE EXCESS AMOUNT WILL BE REIMBURSED ON PAYROLL.**