



EXPENSE REPORT

US Shipping Corp

NAME: ADDRESS (if requesting a check)

VESSEL

COST CENTER	COMPANY CODE
	901

RATING

DATE	LOCATION	DESCRIPTION	TRANSPORTATION Employee Paid (e.g. airfare)	LODGING	PERSONAL AUTO (@ \$0.57.5/mile)	OTHER (e.g. Tolls, Taxi, etc.)	MEALS (PER DAY)	TOTAL EMPLOYEE EXPENSES
TOTALS								
EMPLOYEE SIGNATURE		DATE		Amount due employee:		Please send payment: <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Check		
APPROVAL SIGNATURE		DATE						

RETAIN COPY FOR YOUR RECORDS AND FORWARD ORIGINAL WITH SUPPORTING RECEIPTS TO MARINE PERSONNEL
ALL TRAINING EXPENSES SHOULD BE SUBMITTED BEFORE RETURNING TO WORK.

GENERAL INSTRUCTIONS - Report is to be prepared in ink or typed. Include the date and description of all expenditures. All columns are to be totaled. If more than one page required, number all pages and carry forward sub-totals.

RECEIPTS REQUIRED - Receipts are required for:
 1) all transportation, lodging and car rental expenses;
 2) any other travel expense (e.g. taxi services, tolls)

The travel itinerary should be attached to this expense report.

TRANSPORTATION - Identify the total of all transportation costs EXCLUDING: taxi, and personal auto mileage allowance.

LODGING - Identify lodging costs on a total basis (Miscellaneous charges excluded).

PERSONAL AUTO - include mileage ("Description" column) and multiply by current mileage allowance rate. Total amount should not exceed the cash equivalent for airfare.

OTHER TRAVEL EXPENSES - travel related costs including, tolls, parking, telephone (business), taxi fares, postage and miscellaneous.

MEALS - Paid @ contracted rate (Breakfast = \$6, Lunch = \$12, Dinner = \$20) when meals are not provided.