

Expense Report Form

Job Title: CEO

Approved By:

Expense Report: January 2026

Status: Unsubmitted

Expense Details:

Description	Expense Date	Category	Per Item Qty	Per Item Rate	Amount
Phone	01/01/2026	Other			\$50.00
Mileage	01/04/2026	Mileage	16	.725	\$11.60
GRAND TOTAL					\$61.60

Expense "Phone " 01/01/2026:

Notes: Phone

Expense "Mileage" 01/04/2026:

Notes: Mileage 16

Summary:

Category	Total
Mileage	\$11.60
Other	\$50.00
Total	\$61.60

Month*Yr January 2026
 Employee Tony Karwowski

POSTING DATE	DOC REF	VENDOR	RECEIPT OR INVOICE #	PURPOSE	PAID BY CC	OUT OF POCKET	BUDGET CODE
	A			November Phone Reimbursement		50.00	
	B						
	C						
	D						
	E						
	F						
	G						
	H						
	I						
	J.1						
	K.1						
	L						
	M						
	N						
	O						
	P						
	Q						
	R						
	S						
	T						
	U						
	V						
	W						
	X						
	Y						
	Z						
MILEAGE REIMBURSEMENT							
	Attach 1		Mileage	See Attached Mileage Report		11.20	
				Mileage Reimbursed Through Payroll			
TOTAL - CREDIT CARD EXPENSES							
TOTAL - EXPENSES TO BE REIMBURSED (OUT OF POCKET)							
					Grand Total	61.20	

Signed By: Tony Karwowski

Approved By:

Date: 2/18/2026

Date:

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4 results
\$457.23

1/26 Name: Tony Karkowski

Date ▲	Name	Merchant	Amount	Card	Receipt	MCC
1/30/26	Tony Karkowski	 Southwest Airlines	\$118.40	4457 - Physical Card		3066
1/30/26	Tony Karkowski	 Southwest Airlines	\$308.40	4457 - Physical Card		3066
1/30/26	Tony Karkowski	 Coffeebar Bakery	\$18.31	4457 - Physical Card		5814
1/6/26	Tony Karkowski	 West Shore Market & Deli	\$12.12	4457 - Physical Card		5411