EASTGEN MONTHLY CREDIT CARD USAGE REPORT

Name: _____ Month of: _____ Visa Card # _____

DATE	EXPENSE DESCRIPTION Function/Location/Participants	Visa Slip Amount	Vehicle Expenses							Kms on Personal Vehicle
			Fuel	Oil Change	Maintenance	Meals	Accommodations	Other Expenses	Details	
		Sub Totals								
		TOTAL Expenses	Sum of above columns must equal TOTAL expenses							

Company Vehicle #1 LICENSE PLATE # _____

Monthly Odometer Reading

Current Reading	Previous Month Reading	Total Kms. Travelled	Company kms.	Personal kms.
		0		0

Company Vehicle #2 LICENSE PLATE # _____

Monthly Odometer Reading

Current Reading	Previous Month Reading	Total Kms. Travelled	Company kms.	Personal kms.

APPROVED: _____