

**DAILY EXPENSES (ATTACH RECEIPTS FOR ALL EXPENSES):**

DATE: _____		DATE: _____		DATE: _____	
HOTEL ROOM PLUS TAX	\$ _____	HOTEL ROOM PLUS TAX	\$ _____	HOTEL ROOM PLUS TAX	\$ _____
BREAKFAST & TIP	\$ _____	BREAKFAST & TIP	\$ _____	BREAKFAST & TIP	\$ _____
LUNCH & TIP	\$ _____	LUNCH & TIP	\$ _____	LUNCH & TIP	\$ _____
DINNER & TIP	\$ _____	DINNER & TIP	\$ _____	DINNER & TIP	\$ _____
PORTERS—BELLMEN	\$ _____	PORTERS—BELLMEN	\$ _____	PORTERS—BELLMEN	\$ _____
TAXIS—BUSES	\$ _____	TAXIS—BUSES	\$ _____	TAXIS—BUSES	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
(Other)		(Other)		(Other)	
TOTAL THIS DATE	\$ _____	TOTAL THIS DATE	\$ _____	TOTAL THIS DATE	\$ _____

DATE: _____		DATE: _____		DATE: _____	
HOTEL ROOM PLUS TAX	\$ _____	HOTEL ROOM PLUS TAX	\$ _____	HOTEL ROOM PLUS TAX	\$ _____
BREAKFAST & TIP	\$ _____	BREAKFAST & TIP	\$ _____	BREAKFAST & TIP	\$ _____
LUNCH & TIP	\$ _____	LUNCH & TIP	\$ _____	LUNCH & TIP	\$ _____
DINNER & TIP	\$ _____	DINNER & TIP	\$ _____	DINNER & TIP	\$ _____
PORTERS—BELLMEN	\$ _____	PORTERS—BELLMEN	\$ _____	PORTERS—BELLMEN	\$ _____
TAXIS—BUSES	\$ _____	TAXIS—BUSES	\$ _____	TAXIS—BUSES	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
(Other)		(Other)		(Other)	
TOTAL THIS DATE	\$ _____	TOTAL THIS DATE	\$ _____	TOTAL THIS DATE	\$ _____