Software602, Inc.
One Independent Dr. 3125
Jacksonville, FL 32202
904-356-6020 fax 904-353-2602

Statement No.

EXPENSE STATEMENT

Employee

Name _____ Emp # _____
SSN _____ Position _____
Department _____ Manager _____

Pay Period

From _____
To _____

Date	Account	Description	Accom	Transport	Fuel	Meals	Phone	Entertain	Other	TOTAL
									Sub Total	
									Subtract Advances	
									TOTAL	

Approved By

Notes

Current mileage reimbursement rate is $.21

◉ Reimbursement
○ Payment Needed

Office Use Only

Insert Fine Print Here