



## WEEKLY EXPENSE REPORT

**PLEASE SIGN AND RETURN TO UTILIZE. (TERMS/CONDITIONS BELOW)**

SUBMITTED BY: \_\_\_\_\_

My signature certifies that the below mentioned expenditures represent cash spent for legitimate company business only and include no items of a personal nature. I am responsible for the substantiation of the below items and should keep my own records with receipts. All other expenditures (excluding these) should be filed with your year end tax report. **NOTE: ALL FOOD EXPENDITURES WILL BE WRITTEN OFF BY ACCOUNT EXECUTIVE AT YEAR'S END.**

EXPENDITURES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FAX							
GARAGE PARKING							
OFFICE SUPPLIES							
PHONE							
POSTAGE							
TOTALS							

Total All Columns: \_\_\_\_\_

### MILEAGE PER DAY

Sunday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
 Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

**TOTAL MILEAGE PER TRIP \_\_\_\_\_ X 51.0¢ PER MILE = \_\_\_\_\_**

As a travelling, W-4 employee, you have the opportunity to have your expenses adjusted against your \_\_\_ commissions earned as untaxed wages. **THE EXPENSES ARE NOT REIMBURSABLE.** A sample paycheck scenario is you earn \$1000 in commissions, have \$300 notated on this expense sheet, you will receive one check for \$700 taxed; \$300 untaxed. You also have the option of claiming your expenses at year end with your accountant. If you would like to use this form, you must agree with the conditions above and return this sheet signed. Until we receive this sheet back signed, your entire check will be taxed. Thanks. NADS Staff