

Driver Expense Report- Review

TOP TO BOTTOM

Driver Name

Driver ID Number

Week Ending Date

Enter all Toll/Scale/Lumper fee's as well as Misc items purchased

Add any unloading/reloading that YOU had to do manually

Enter all purchases/fee's made with Comdata card or Comcheck

Attach: Toll, Lumper, Scale/Gate, Fuel, Truck Wash, Supply

RECEIPTS

Staple
Receipts
Here

Attach
Receipts



DRIVER EXPENSE REPORT

Driver
Name

NAME Bufono JUSTICE Employee # 12345

Driver ID #

Week
Ending

WEEK ENDING 02/28/2021

Tolls: _____

_____ Total: _____

Scale/Gate Fee: 12.00 Total: 12.00

Lumper: 100.00 Total: 100.00

Misc: WASH 49.20 (PAID CASH) Total: 49.20

Scale receipt attached

Lumper receipt
attached

Driver
Reimbursement

DRIVER UNLOAD

Date of Unload	Facility Name	City & State	Case Count	BOL PO#
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

COMDATA USE

Date of Chk/Card	Facility Name	City & State	Purpose of Money	Dollar Amount
<u>2/19</u>	<u>SYSCO</u>	<u>Tampa FL</u>	<u>LUMPER</u>	<u>100.00</u>
<u>2/24</u>	<u>CAT</u>	<u>VA Tempair</u>	<u>SCALE</u>	<u>12.00</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Lumper fee paid with
Comdata card

CAT Scale paid with
Comdata

Thank You Drivers

