NOVA MANAGEMENT, INC.
Travel Expense Report

Employee: _____ **Employee No.:** _____

Report Date: _____

Purpose of Trip or Expense: _____

Job Number: _____

Date	Day	Air Fare	Lodging	Car Rental	Meals	Personal Auto *	Parking	Misc.	Total
Total									
								Total:	

Prepaid by company:	
Cash Advance:	
Amount due Nova Management:	
Amount due Employee:	

I certify that the above information is correct.

_____ _____
Name Date

Approved:

Sign _____ _____
Print Date

*Detail personal of car mileage for Nova business on attached sheet
Mileage rate is: 50.5 cents per mile