



# Personal Expense Form

<b>Expense Type:</b>	Personal
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<b>Employee Name:</b>	
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<b>Project Manager:</b>	
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<b>Job Number:</b>	
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<b>Job Description:</b>	
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**NOTE:**

- 1) Use separate form for Change Order Related Expenses
- 2) All expensed meals must include name of attendees in the Description column
- 3) Material costs must have description of cost area noted on receipt. Omit Cost Code for all Material related costs. PM will allocate all materials to proper Cost Codes.

					(Office Use Only)
Date	Cost Code (see below)	Subjob	Description	Amount	Category/GL Number

**Total:**

**Commonly Used Cost Codes**

- |                                 |                                       |
|---------------------------------|---------------------------------------|
| 01.31.13.12 PM-Subsistence      | 08.11.13.13 Metal Doors & Frames      |
| 01.31.13.13 PM-Travel Costs     | 08.17.23.10 Pre-Hung Wood Doors       |
| 01.31.33.12 Super-Subsistence   | 09.51.23.10 Acoustical Ceilings       |
| 01.31.33.13 Super-Travel Costs  | 09.91.13.10 Exterior Painting         |
| 01.31.43.12 Field-Subsistence   | 09.91.23.72 Painting Walls & Ceilings |
| 01.31.43.13 Field- Travel Costs | 10.26.10.10 Wall/Corner Guards        |
| 01.52.13.15 Project Supplies    | 65.42.10.10 Fixture Installation      |
| 01.52.13.55 Project Small Tools |                                       |
| 01.52.13.50 Project Consumables |                                       |
| 01.56.16.10 Temp. Dust Barriers |                                       |
| 01.56.23.10 Temp. Barricades    |                                       |

Notes

Office Use Only			
<b>Check Date:</b>	<input style="width: 100%; height: 20px;" type="text"/>	<b>Check #:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Amount:</b>	<input style="width: 100%; height: 20px;" type="text"/>	<b>Approval Name:</b>	<input style="width: 100%; height: 20px;" type="text"/>