Voice Acting Expense Report

Use this expense report on a weekly basis to track round-trip mileage for classes, sessions, errands, and other business-related expenses.

Week of: _____

Entertainment:
NOTE: Attach all receipts to this expense report.

DATE	DESCRIPTION	START MILEAGE	END MILEAGE	MEALS	OTHER	TOTAL
TOTALS						

DATE	PERSON(S) ENTERTAINED	BUSINESS PURPOSE	PLACE	TOTAL

Figure 21-3: Sample expense report for documenting business travel and other expenses relating to your voiceover business.

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