WILCREST FIELD SERVICES, INC.

1500 S. Dairy Ashford Road
Suite #175
HOUSTON, TX 77077-3860
(281)200-0210 FAX (281)200-0211
Email to: payroll@wilcrest.com

PAY PERIOD 1/22/2018 THRU 2/4/2018

CLIENT

PROJECT AND LOCATION

EXPENSE ACCOUNT

Last:					**First:**					**Mid Int.**		
Date	Job No.	Location (State)	Nature of Expense Item	Total Daily Mileage	Mileage	Per Diem	Air Travel Fares	Motel	Meals	Enter-tainment	Misc. (Explain Reverse Side)	**Total**
1/22/2018					$0.00							**$0.00**
1/23/2018					$0.00							**$0.00**
1/24/2018					$0.00							**$0.00**
1/25/2018					$0.00							**$0.00**
1/26/2018					$0.00							**$0.00**
1/27/2018					$0.00							**$0.00**
1/28/2018					$0.00							**$0.00**
1/29/2018					$0.00							**$0.00**
1/30/2018					$0.00							**$0.00**
1/31/2018					$0.00							**$0.00**
2/1/2018					$0.00							**$0.00**
2/2/2018					$0.00							**$0.00**
2/3/2018					$0.00							**$0.00**
2/4/2018					$0.00							**$0.00**
TOTAL MILEAGE DRIVEN THIS PERIOD				0								
				TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
											TOTAL EXPENDITURES THIS PERIOD	**$0.00**

MAIL CHECK TO:

NAME:

STREET ADDRESS:

CITY: STATE: ZIP

EMPLOYEE'S SIGNATURE DATE

APPROVED BY (PROJECT MANAGER) DATE

1. COMPANY PAID EXPENSE	
(MARKED BY ASTERISK ABOVE)	
2. EMPLOYEE PAID EXPENSES	
3. TOTAL EXPENSES (LN.1+LN.2)	
4. LESS: ADVANCE	
CO. PAID EXPENSES (FROM LN.1)	
COMPANY	
BALANCE DUE:	
EMPLOYEE	**$0.00**

APPROVED BY DATE