



EXPENSE REPORT

Instructions: When submitting an expense report, please remember to keep all receipts and submit legible copies with your expense report. If submitting mileage only, receipts are not required. Send all receipts and the expense report to: Williams Strategic Staffing, One Williams Center, Mail Drop 42, Tulsa, OK 74172 or fax at 918-573-4211 or email StrategicStaffing@Williams.com.

Date: _____

Job No. and Job Title: _____

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Social Security Number (for tax purposes): _____

TRAVEL EXPENSES

Cab Fare: Amount: \$ _____

Mileage: Amount: \$ _____
(54.5 cents per mile)

Toll Road Fees: Amount: \$ _____

Parking: Amount: \$ _____

Meals: Amount: \$ _____

Other: Amount: \$ _____
(Description) _____

TOTAL AMOUNT: \$ _____

PLEASE ATTACH ALL RECEIPTS

Signature: _____

Date: _____