DIRECT STAFF
Medical Placement

39600 Garfield Rd. - Suite F
Clinton Twp. MI 48038
P: (586) 228-7100
F: (586) 228-7274

Weekly EXPENSES For WEEK ENDING: _____

EMPLOYEE NAME: _____COMPANY: _____
PHONE NUMBER: _____ EMAIL: _____
MANAGER'S NAME: _____

Date	Description	Transportation/ Mileage	Lodging	Meals	Other	TOTAL
					SubTotal	
					Total Owed to You	

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

****RECEIPTS MUST BE SUBMITTED WITH EXPENSE REPORT****
Please email to christip@dirstaff.com or Fax at 586-228-7274 on Mondays before Noon