

(Please Print)

General Motors Dealer Development Expense Report

Expense Period: From: _____
To: _____
Dealership Name (If applicable): _____
Location: _____

Purpose: _____
Name: _____
Address: _____
City/State/Zip: _____

Date of Expense:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Room ⁽¹⁾																	
Breakfast ⁽¹⁾																	
Lunch ⁽¹⁾																	
Dinner ⁽¹⁾																	
Airfare ⁽¹⁾ -COACH ONLY																	
Tips (excludes meals)																	
Taxi ⁽¹⁾⁽²⁾																	
Gas, Parking ⁽¹⁾⁽²⁾																	
Other Expense ⁽¹⁾⁽²⁾																	
TOTAL																	

Signature: _____ Date: _____

General Motors Approval: _____ Date: _____

Items Coded:

⁽¹⁾ Receipts must be attached, regardless of amount

⁽²⁾ Appropriate detail must be shown on detail sheet

- Meal guidelines range between \$45 - \$75 per day depending on locality. Meal guidelines cover breakfast, lunch **and** dinner.

- **Airfare guidelines do NOT cover First Class or Premium Seats**

Mail to: General Motors Company
Dealer Development
Mail Code: 482-A16-C66
100 Renaissance Center
P. O. Box 100
Detroit, MI 48265-1000