

EXPENSE REPORT



PURPOSE: _____

STATEMENT NUMBER: _____

PAY PERIOD: FROM _____
TO _____

EMPLOYEE INFORMATION:

NAME _____
DEPARTMENT _____

POSITION _____
MANAGER _____

Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment Misc.	Total
Total									

APPROVED: _____

NOTES: _____

SUBTOTAL	
ADVANCES	
TOTAL	