Company Name Here

Address Line goes here
Phone: 555-555-5555
Website: www.aalatemplates.com

Expense Report

Purpose of Expense Report: _____ From: _____ to: _____

Employee Name: _____ Employee ID: _____ Designation: _____

Department Name: _____ Manager Name: _____ SSN: _____

Date	Account	Details	Hotel	Transport	Fuel	Meals	Ph	Entertainment	Misc.	Total
										000
										000
										000
										000
										000
										000
										000
										000
										000
										000
										000
										000
										000

Subtotal	$ -
Advances	$ -
Total	$ -

_____ Approved By

_____ Signed By

Free Expense Report Template