Company Name Here

Address Line 1
Address Line 2
Phone: 555-555-5555
Website: www.websiteaddress.com

Expense Report

Submitted By:	
Submitted On:	
Description of Report:	
Cost Center	

Items

Date	Detail	Amount ($)

Total	

Reviewed By:					
Comments:_____					
	Approved	Yes		No	

_____
Authorized Signatures

Free Expense Report Template