

## Expense Report

[Company Name]  
 [Address]  
 [Address]  
 [Phone]

**Employee**

**Period**

From \_\_\_\_\_  
 To \_\_\_\_\_

Date	Description	Trans- port	Food	Lodg- ing	Phone	Auto	Ente- tain	Other	Total
								Subtotal	
								Advance	
								Total	

\_\_\_\_\_

Signed

\_\_\_\_\_

Date