

# Expense report

PURPOSE: \_\_\_\_\_

STATEMENT NUMBER: \_\_\_\_\_

PAY PERIOD: From \_\_\_\_\_  
To \_\_\_\_\_

**EMPLOYEE INFORMATION:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

SSN: \_\_\_\_\_

Department: \_\_\_\_\_

Manager: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc.	Total
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										\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									<b>Subtotal</b>	\$ -
									<b>Advances</b>	
									<b>Total</b>	\$ -

APPROVED: \_\_\_\_\_  
\_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_