

YOUR COMPANY NAME

YOUR COMPANY ADDRESS
STREET www.soitpedia.com
CITY STATE ZIP CODE
COUNTRY

Add Tax Columns

Add Car Details

Remove Tax Columns

Remove Car Details

Monthly Report

**Your
Company
Logo**

Online Help: <http://www.xamata.com/product.htm>

Weekly Expense Report

Employee Name _____	Project Name _____	Report No. _____
Employee Number _____	Project Code _____	Week-Ending date 10 dec _____
Dept./Branch _____	Exchange Rate _____	

Purpose								Total
Expense items	D	L	Ma	Mi	J	V	S	Total
	04 dec	05 dec	06 dec	07 dec	08 dec	09 dec	10 dec	
Air Fare								
Car Rental								
Taxi								
Others Trans								
Per Diem								
Break Fast								
Lunch								
Dinner								
Medical								
Telephone								
Accommodation								
Stationary								
Laundry								
Parking								
Tolls								
Entertainment								
Miscellaneous								
Office supplies								
daily expenses								
							Total Expenses	

Additional Notes _____

Cash Advance	
Total Payable to Company	
Total Payable to Employee	