



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

## Expense Report

<b>Submitted By:</b>	Name of person completing and submitting the report
<b>Submitted On:</b>	DD/MM/YYYY
<b>Description of Report:</b>	Write the name of expense for which this report is prepared
<b>Cost Center</b>	Write cost center here

Date	Detail	Amount (\$)

<b>Total</b>	000,000,000.00
--------------	----------------

<b>Reviewed By:</b>	Name of the receiving authority/person
<b>Additional Notes:</b> _____ _____ _____	

<b>Approved</b>	Yes		No	
-----------------	-----	--	----	--

\_\_\_\_\_  
 Authorized Signatures