

For Office Use Only

# 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: \_\_\_\_\_