EXPENSE REPORT

STATEMENT NUMBER _____

PAY PERIOD FROM _____ TO _____

EMPLOYEE INFORMATION

NAME _____ POSITION _____ PURPOSE _____

DEPARTMENT _____ MANAGER _____ EMPLOYEE ID _____

DATE	DESCRIPTION	LODGING	TRANSPORT	FUEL	MEALS	PHONE	ENTERTAINMENT	OTHER	TOTAL

SUBTOTAL _____

ADVANCES _____

TOTAL REIMBURSEMENT _____

AUTHORIZED BY _____

NOTES _____