# EXPENSE REPORT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| STATEMENT NUMBER: |  | **PAY PERIOD:** | FROM |  | TO |  |  |

|  |  |
| --- | --- |
| EMPLOYEE INFORMATION |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME: |  | | POSITION: |  | PURPOSE: |  | |
| DEPARTMENT: | |  | MANAGER: |  | EMPLOYEE ID: | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE | DESCRIPTION | LODGING | TRANSPORT | FUEL | MEALS | PHONE | ENTERTAINMENT | OTHER | TOTAL |
|  |  |  |  |  |  |  |  |  | **$0.00** |
|  |  |  |  |  |  |  |  |  | **$0.00** |
|  |  |  |  |  |  |  |  |  | **$0.00** |
|  |  |  |  |  |  |  |  |  | **$0.00** |
|  |  |  |  |  |  |  |  |  | **$0.00** |
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|  |  |  |  |  |  |  |  |  | **$0.00** |
|  | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |

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| --- | --- | --- | --- |
| **AUTHORIZED BY** | **NOTES** | **SUBTOTAL** | **$0.00** |
|  |  | **ADVANCES** |  |
| **TOTAL REIMBURSEMENT** | **$0.00** |