



## Expense Report

<b>Employee information</b>			<b>Pay period</b>	
Name:	Department:	From:		
Employee ID:	Manager:	To:		
Position:				

Date	Description	Hotel	Transport	Fuel	Meals	Phone	Entertain.	Misc.	TOTAL
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								<b>Subtotal</b>	0.00
								<b>Advances</b>	
								<b>TOTAL</b>	0.00

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Employee Signature