EXPENSE REPORT

One row per expense. Attach receipts; subtract any cash advance at the bottom.

Employee ______________________ **Manager** ______________________

Department ______________________ **Business purpose** ______________________

Period from ______________________ **Period to** ______________________

Date	Description	Category	Payment	Amount

Categories: Airfare · Lodging · Meals & tips · Ground transport · Fuel / mileage · Parking & tolls · Supplies · Phone / internet · Entertainment · Other

Subtotal	
Less cash advance	
TOTAL REIMBURSEMENT	

______________________ ______________________

Employee signature / date Approved by / date