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