

SIMPLE EXPENSE REPORT

Date, what it was for, and how much. That is the whole form.

Name _____

Period _____

[illegible]**TOTAL**

Attach receipts. Need a cash-advance line, a payment-method column, per-category totals or a trip grid? Those live on the fuller sheets at apollostemplates.com/expense-reports/ — this one stays deliberately short.

Employee signature / date

Approved by / date