WEEKLY EXPENSE REPORT

One week of expenses, one row per receipt. Tally by category and subtract any cash advance.

Employee ______________________ **Manager** ______________________

Department ______________________ **Week starting (Mon)** ______________________

Business purpose ______________________ **Week ending** ______________________

Date	Description	Category	Payment	Amount	Receipt #

Subtotal	
Less cash advance	
TOTAL REIMBURSEMENT	

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

Employee signature / date

Approved by / date