Expense Report

Claim back money you spent on work: travel, meals, supplies and more.

Period from

Period to

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

MANAGER

PURPOSE OF EXPENSES (TRIP, PROJECT, CLIENT)

DATE	DESCRIPTION / VENDOR	CATEGORY	RECEIPT	AMOUNT
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NOTES (CURRENCY, MILEAGE, MISSING RECEIPTS)

Total expenses

Less advances

Amount to reimburse

SIGN-OFF

I confirm these expenses were incurred for work and have not been claimed before.

EMPLOYEE SIGNATURE

DATE

APPROVED BY

DATE