

# Expense Report Format

Purpose of Expense Report: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Designation: \_\_\_\_\_

Department Name: \_\_\_\_\_ Manager Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Date	Account	Details	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc.	Total
										000
										000
										000
										000
										000
										000
										000
										000
										000
										000
									Subtotal	\$ -
									Advances	\$ -
									Total	\$ -

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Approved By

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Signed By