

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
										000
										000
										000
									Subtotal	\$ -
									Advances	\$ -
									Total	\$ -

Approved By

Signed By