

SIMPLE EXPENSE REPORT

Purpose:

Statement No.:

Name: _____

Department:

Employee ID:

Manager:

PAY PERIOD

FROM	TO

\$ - \$ - \$ - \$ - \$ - \$ - \$

Subtotal \$ -

Advances

Total Reimbursement \$ -

Itemized Expenses or Description of "Other"

* DONT FORGET TO ATTACH RECEIPTS *

Authorized By

Dgfe

For Office Use Only