

# Simple Expense Report

Purpose:

Name:

Employee ID:

Statement No.:

Department:

Manager:

Pay Period	
From	To

Date	Description	Air & Trans.	Lodging	Fuel / MLG.	Phone	Meals & Tips	Entertainment	Other	Total
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -

\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -									
Subtotal									\$ -
Advances									
Total Reimbursement									\$ -

\* DONT FORGET TO ATTACH RECEIPTS \*

Itemized Expenses or Description of "Other"

Date	Description	Amount

Authorized By

Date

For Office Use Only