# EXPENSE REPORT

**Employee:** [Name]

**Department:** [Department]

**Manager:** [Name]

**Purpose:** [Trip or project]

**Period:** [MM/DD/YYYY] to [MM/DD/YYYY]

| Date | Description | Category | Receipt? | Amount |
|---|---|---|---|---|
| [MM/DD] | [Vendor and purpose] | [Travel / Meals / Lodging / Supplies / Mileage / Other] | [Y/N] | $[0.00] |
| [MM/DD] | [Vendor and purpose] | [Travel / Meals / Lodging / Supplies / Mileage / Other] | [Y/N] | $[0.00] |
| [MM/DD] | [Vendor and purpose] | [Travel / Meals / Lodging / Supplies / Mileage / Other] | [Y/N] | $[0.00] |
| [MM/DD] | [Vendor and purpose] | [Travel / Meals / Lodging / Supplies / Mileage / Other] | [Y/N] | $[0.00] |
| [MM/DD] | [Vendor and purpose] | [Travel / Meals / Lodging / Supplies / Mileage / Other] | [Y/N] | $[0.00] |
| [MM/DD] | [Vendor and purpose] | [Travel / Meals / Lodging / Supplies / Mileage / Other] | [Y/N] | $[0.00] |
| [MM/DD] | [Vendor and purpose] | [Travel / Meals / Lodging / Supplies / Mileage / Other] | [Y/N] | $[0.00] |
| [MM/DD] | [Vendor and purpose] | [Travel / Meals / Lodging / Supplies / Mileage / Other] | [Y/N] | $[0.00] |

**Total expenses:** $[0.00]

**Less cash advance:** $[0.00]

**Amount owed to employee:** $[0.00]

**Employee signature / date:** _____

**Approved by / date:** _____