

Goggle, Inc

1600 Coliseum Road  
Hill View, CA 12345  
(123) 456-7890

Expense Report

01/14/2019 - 01/20/2019

**Name**  
Peter Python

**Employee ID**  
#111111

**Department**  
Ministry of Silly Walks

**Manager**  
Eric Praline

**Purpose**  
Cheese Exhibition

Date	Category	Description	Notes	Amount
1/14	Flight	Flight #123		\$300.00
1/14	Hotel	Fawlty Towers		\$250.00

\$550.00

**Signature**

**Date**

Goggle, Inc

1600 Coliseum Road  
Hill View, CA 12345  
(123) 456-7890

Expense Report

01/29/2019 - 01/30/2019

**Name**  
Peter Python

**Employee ID**  
#111111

**Department**  
Ministry of Silly Walks

**Manager**  
Eric Praline

**Purpose**  
Fish slap dance lessons

Date	Category	Description	Notes	Amount
1/29	Flight	Flight #234		\$200.00
1/29	Hotel	Hotel California		\$125.00


\$325.00

**Signature**

**Date**

Goggle, Inc

1600 Coliseum Road  
Hill View, CA 12345  
(123) 456-7890

Expense Report

02/17/2019 - 02/19/2019

Name

Peter Python

Employee ID

#111111

Department

Ministry of Silly Walks

Manager

Eric Praline

Purpose

Holy Grail Quest

Date	Category	Description	Notes	Amount
2/17	Flight	Flight #345		\$480.00
2/17	Hotel	Camelot Inn & Suites		\$375.00

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\$855.00

Signature

Date