

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

\$855.00

Signature

Date

