

COMPANY LOGO

EXPENSE REPORT

Employee:	
Department:	Start Date:
Date:	End Date:

Date	Description	Mileage	Lodging	Other	Total
1/1/19	Cell Phone Bill - Personal/ Work Phone			\$40.00	\$40.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				Grand Total:	\$40.00

Employee Signature:	
Manager Signature:	