EXPENSE STATEMENT

Purpose:							-				
Employee Information							Pay Period				
Name			Department				1	From			
Social Security Number			Position						То		
Employee ID		Manager									
Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertain.	Misc.	TO	TAL
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									Subtotal		-
Approved By		Notes		_					Advances		
		- All receipts should be attached							TOTAL	\$	-
		1									
For Office U	Jse Only										
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