**EXPENSE STATEMENT**

Purpose:

Employee Information Pay Period

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | | Department | | |  |  | From  To | | | |
| Social Security Number Position Employee ID Manager | | | |  | | |
|  | | |
|  | | |
| **Date** | **Account** | **Description** | **Hotel** | **Transport** | **Fuel** | **Meals** | **Phone** | **Entertain.** | **Misc.** | **TOTAL** |
|  |  |  |  |  |  |  |  |  |  | $ -  $ -  $ -  $ -  $ -  $ -  $ -  $ -  $ -  $ -  $ -  $ -  $ -  $ -  $ - |
|  | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |  |
| **Approved By** | | **Notes**  - All receipts should be attached | | |  |  | | **Subtotal Advances**  **TOTAL** | | $ - |
|  |
| $ - |

***For Office Use Only***