Expense Statement



Employee Name	Manager	From Date	To Date			

Date	Description	Hotel	Flight	Transp	Parking	No. of Miles Driven	Meals + Entmt	Hard- ware	Soft- ware	Office Supl	Phone/ Internet	Meeting Exps	Other	Total
														\$
														\$
														\$
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														\$
														\$
														\$
														\$
														\$
														\$
	1													

Cu	rent Mileage Reimbursement
\$	

Sub Total \$
Subtract Advances \$
Total \$