<div align="center">

Expense Report

</div>

Employee Expense Report

Name	DivisionDepatment			Location	Travelling allowance
user	{}	{}	{}		{}

Business Pupose Visit:
Insert the purpose of the visit

employee	pupose	time	date	cost
user	water	19:2	2017-02-15	inr 50.0
user	uber	19:6	2017-02-15	inr 100.0
user	uber from rk to veena stores	19:27	2017-02-15	inr 100.0
user	freshworld	6:38	2017-02-16	inr 150.0
user	auto	7:13	2017-02-16	inr 150.0
user	auto	7:26	2017-02-16	inr 150.0
user	auto	7:35	2017-02-16	inr 150.0
user	lunch	7:35	2017-02-16	inr 100.0
user	internet bill	7:36	2017-02-16	usd 100.0
Total cost	rupees 950.0			
Total cost	dollars 100.0			

I hereby certify, to the best of my knowledge and belief, that (1) all information contained on this report is correct and (2) all expenses claimed on this report are based on actual costs incurred and are consistent with Company/Operations/Division procedures and the instructions on the reverse side of this form.
Employee signature:_____s