

Your Company

123 Your Street
Your City, ST 12345
(123) 456-7890

Expense Report

09/04/00 - 09/05/00

Name

Employee name

Employee ID

#111111

Department

Department name

Manager

Manager name

Purpose

Expense purpose

Date	Category	Description	Column 1	Notes	Amount
9/4	Flight	Flight #123			\$100.00
9/5	Hotel	Hotel Name			\$89.00
9/6	Taxi	City of arrival			\$30.00
					\$219.00

Signature

Date