

## Expense Report

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Attach all original receipts. Expenses over \$75 require itemized receipts.

### Employee Information

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**Name****Employee ID****Department****Budget Code**

### Expense Details

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**Business Purpose \*****Report Period From \***

(MM/DD/YYYY)

**Report Period To \***

(MM/DD/YYYY)

### Itemized Expenses

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**Item 1: Description****Date****Amount**

**Item 2: Description**

Date                          Amount

<input type="text"/>	<input type="text"/>
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**Item 3: Description**

Date                          Amount

<input type="text"/>	<input type="text"/>
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**TOTAL EXPENSES \***

**Certification**

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I certify that these expenses are accurate and were incurred for university business.

**Employee Signature**

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Date:

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Sign above

**Approvals**

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**Supervisor**

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Date:

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Sign above

**Comptroller**

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Date:

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Sign above

**Division Vice President**

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Sign above

Date:

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**Business & Finance Vice President**

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Sign above

Date:

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**President**

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Sign above

Date:

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