WILEY UNIVERSITY

BUSINESS & FINANCE
BUSINESS OFFICE

Expense Report

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

Employee Information

Name

Employee ID

Department

Budget Code

Expense Details

Business Purpose *

Report Period From *

(MM/DD/YYYY)

Report Period To *

(MM/DD/YYYY)

Itemized Expenses

Item 1: Description

Date

Amount

Item 2: Description

Date **Amount**

Item 3: Description

Date **Amount**

TOTAL EXPENSES *

Certification

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

☐

Employee Signature

Date: _____

Sign above

Supervisor Approval

Date: _____

Sign above