

Goggle, Inc

1600 Coliseum Road  
Hill View, CA 12345  
(123) 456-7890

Expense Report

02/17/2019 - 02/19/2019

**Name**  
Peter Python

**Employee ID**  
#111111

**Department**  
Ministry of Silly Walks

**Manager**  
Eric Praline

**Purpose**  
Holy Grail Quest

Date	Category	Description	Notes	Amount
2/17	Flight	Flight #234		\$480.00
2/17	Hotel	Camelot Inn & Suites		\$375.00

\$855.00

**Signature**

**Date**