

Expense Report

Purpose: _____ Todays Date _____ Pay Period from: _____ to: _____

Employee Information:

Name _____ Position _____
 Department _____ Manager Signature: _____

Date	Description	Payroll Check	Catering	Transport	Mileage	Meals	Phone	Events	Misc.	Total	Account-For Accounting Dept Use ONLY
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

1st Approval Signature
 (\$500.00 & under): _____
 2nd Approval Signature
 (Over \$500.00) _____

Notes: _____

SUBTOTAL	\$0.00
ADVANCES	\$0.00
TOTAL	\$0.00