

EXPENSE REPORT

[Company / Business Name]

Employee name	[Full name]
Department	[Department]
Purpose	[Business trip / project / month]

Employee ID	[EMP-001]
Manager	[Manager name]
Period	[DD/MM - DD/MM/YYYY]

[illegible]

SUMMARY BY CATEGORY

Travel	198.00
Accommodation	140.00
Meals	35.00
Fuel & mileage	0.00
Office supplies	12.00
Phone & internet	0.00
Entertainment	0.00
Other	0.00

Total expenses	385.00
Less: advance received	100.00
Amount due to employee	285.00

Pick a category and Yes/No from the drop-downs. Totals update automatically. A negative amount due means the employee returns the difference.

Employee signature & date

Approved by (manager)

Accounts