

Expense Report

Employee Name

Employee ID

Department

Report Date

Period Start

Period End

Purpose

Manager

Expense Details

Date	Expense Type	Description	Amount
	Travel ▾	Description	0.00
	Travel ▾	Description	0.00
	Travel ▾	Description	0.00
	Travel ▾	Description	0.00
Total			0.00

Employee Signature

Manager Approval

Date

Important Notes:

- Attach original receipts for all listed expenses.
- All expenses must comply with company policy.
- Incomplete or inaccurate reports may delay reimbursement.
- Submit the report to your supervisor for approval.
- Keep a copy of the submitted report for your records.