

Expense Report

Employee Name

Full Name

Employee ID

ID #

Department

Department

Report Date

Period Start

Period End

Purpose

E.g., client visit

Manager

Manager Name

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.