

Expense Report

Purpose

The purpose for the expense must be clear and concise in order to fit on one line.

Statement #: _____

Why do you think the Purpose is the first piece of information that is required? Why is this piece of information important to the reader?

Period	
From:	_____
To:	_____

Name: _____
 Employee ID: _____

Department: _____
 Manager: _____

Date	Description	Air & Trans.	Lodging	Fuel / Mileage	Conf. and Seminars	Meals & Tips	Entertainment	Other	Total
									-
									-
									-
									-
									-
									-
									-
									-
									-
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Note: Mileage reimbursement for personal car = \$0.XX/mile

Itemized Expenses or Description for "Other"

Date	Description	Amount

Subtotal	\$	-
Advances		_____
Total Reimbursement	\$	-

*** Don't forget to attach receipts ***

Authorized By **Date**

For Office Use Only