EXPENSE REPORT

One line per receipt. Attach every receipt. Mileage is paid at the rate in cell I4: enter your company's reimbursement rate.

Employee		**Period from**		**Mileage rate ($/mile)**	
Department		**Period to**			
Purpose / trip		**Manager**			

Date	Description / business purpose	Vendor	Category	Paid by	Miles	Mileage	Amount	Total	Receipt attached

Total expenses	$0.00
Paid by company card	$0.00
Less cash advance	
Due to employee	**$0.00**

Employee signature / date

Approved by / date

Expenses by Category

Filled from the Expense report sheet.

Category	Total
Airfare	$0.00
Lodging	$0.00
Meals	$0.00
Ground transport	$0.00
Mileage	$0.00
Parking / tolls	$0.00
Client entertainment	$0.00
Supplies	$0.00
Phone / internet	$0.00
Other	$0.00
Total	**$0.00**