

EXPENSE REPORT

Report Date: Expense Code: Start Date: End Date:

Business Purpose:

Employee Information

Name: Title:
Department: ID Number:
E-mail Address:

Manager Information

Name: E-mail Address:

Itemized Expenses

Date	Description	Category	Cost	
30/08/2010	Flights to Rome	Transportation	799.00	
31/08/2010	Hotel Room	Lodging	102.00	
01/09/2010	Customer 'bribe'	Entertainment	1,250.00	
		Subtotal	2,151.00	
		Less cash advance	0.00	
		Total expenses	2,151.00	

Item Details