Expense Report

Attach or Scan all Receipts & Submit to Accounting

Date Range / Travel Trip:	Date Submitted:
Employee Name:	

Date	Company or Business Name	Description/Summary of Purchase	Purchase Amount
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
		TOTAL:	$