EXPENSE REPORT

Company _____ Report no. _____

Employee _____ Period _____

Business purpose _____ Approver _____

Date	Category	Description and business purpose	Receipt	Amount

Expenses _____

Date	Business mileage: from, to and purpose	Miles	Rate	Amount

Total _____

Less paid by company _____

Less cash advance _____

Reimbursement due _____

_____ _____

Employee signature and date

Approved by (signature and date)

Attach receipts. Report only real business expenses.