

Monthly Expense Submission Form

Name

Department

Month

Expense Details

Date	Category	Description	Amount	Remarks
<div>YYYY-MM-DD</div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>YYYY-MM-DD</div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>YYYY-MM-DD</div>	<div></div>	<div></div>	<div></div>	<div></div>

Total Amount

Additional Notes

Signature

Date Submitted

YYYY-MM-DD