

Expense Receipt

Date

Receipt #

Employee Name

Department

Purpose

Project / Client

Description	Date	Category	Amount
e.g. Taxi fare	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="e.g. Travel"/>	<input type="text" value="\$0.00"/>
Total			<input type="text" value="\$0.00"/>

Additional Notes

Employee Signature

Date

Manager Approval

Date