

Expense Report Template

Employee Name

Employee ID

Department

Report Period

Date Submitted

Manager

Expense Details

Date	Description	Category	Amount	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Total:	

Additional Notes / Comments

Employee Signature

Manager Approval

Approval Date