

# Expense Report Template

Employee Name

Employee ID

Department

Report Period

e.g. June 2024

Date Submitted

Manager

## Expense Details

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

Additional Notes / Comments

Employee Signature

Manager Approval

Approval Date