

# Basic Expense Report

Employee Name

Department

Report Date

| Date                 | Description          | Category                         | Amount               | Notes                |
|----------------------|----------------------|----------------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="button" value="▼"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="button" value="▼"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="button" value="▼"/> | <input type="text"/> | <input type="text"/> |
| <b>Total</b>         |                      |                                  |                      |                      |

Remarks / Purpose of Expenses

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Employee Signature

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Supervisor Approval