Itemized Business Expense Report

For Employees

Employee Name

Department

Employee ID

Report Period

e.g. 2024-01-01 to 2024-01-31

Date	Description	Category	Vendor	Amount	Receipt Attached
		▼			▼
		▼			▼
		▼			▼
Total					

Additional Notes / Comments

Employee Signature

Date

Manager Approval

Date