

Monthly Employee Expense Report Form

Employee Name

Employee ID

Department

Month

Supervisor

Expense Details

Date	Description	Category	Amount	Receipt?	Notes
		Selec ▼		Selec ▼	
		Selec ▼		Selec ▼	
		Selec ▼		Selec ▼	
		Selec ▼		Selec ▼	
Total					

Comments / Additional Information

Employee Signature

Date

Supervisor Approval

Date