

Project-Based Employee Expense Report

EMPLOYEE & PROJECT DETAILS

Employee Name: _____

Employee ID: _____

Department: _____

Project Name: _____

Project Code: _____

Manager: _____

Reporting Period: _____

Date Submitted: _____

EXPENSE DETAILS

Date	Expense Type	Description	Project Task	Amount	Receipt
_____	_____	_____	_____	_____	Yes / No
_____	_____	_____	_____	_____	Yes / No
_____	_____	_____	_____	_____	Yes / No

SUMMARY

Total Expenses Claimed: _____

Advance Received: _____

Amount Due / (Return): _____

Employee Signature

Manager Approval