

Project-Based Employee Expense Report

EMPLOYEE & PROJECT DETAILS

Employee Name:	Employee ID:	Department:
<div></div>	<div></div>	<div></div>
Project Name:	Project Code:	Manager:
<div></div>	<div></div>	<div></div>
Reporting Period:	Date Submitted:	
<div></div>	<div></div>	

EXPENSE DETAILS

Date	Expense Type	Description	Project Task	Amount	Receipt
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Yes / No
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Yes / No
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Yes / No

SUMMARY

Total Expenses Claimed:	<div></div>
Advance Received:	<div></div>
Amount Due / (Return):	<div></div>

Employee Signature

Manager Approval