

# Weekly Employee Expense Tracking

Employee Name

Enter name

Employee ID

Enter ID

Week Starting

| Date        | Description            | Expense Type      | Amount      | Notes            |
|-------------|------------------------|-------------------|-------------|------------------|
| <div></div> | <div>Description</div> | <div>Select</div> | <div></div> | <div>Notes</div> |
| <div></div> | <div>Description</div> | <div>Select</div> | <div></div> | <div>Notes</div> |
| <div></div> | <div>Description</div> | <div>Select</div> | <div></div> | <div>Notes</div> |
| <div></div> | <div>Description</div> | <div>Select</div> | <div></div> | <div>Notes</div> |
| <div></div> | <div>Description</div> | <div>Select</div> | <div></div> | <div>Notes</div> |
| Total       |                        |                   |             |                  |

Employee Signature

Signature

Date