

Weekly Employee Expense Tracking

Employee Name

Enter name

Employee ID

Enter ID

Week Starting

Date	Description	Expense Type	Amount	Notes
<input type="text"/>	<input type="text"/> Description	<input type="button" value="Select"/> <input type="button"/>	<input type="text"/>	<input type="text"/> Notes
<input type="text"/>	<input type="text"/> Description	<input type="button" value="Select"/> <input type="button"/>	<input type="text"/>	<input type="text"/> Notes
<input type="text"/>	<input type="text"/> Description	<input type="button" value="Select"/> <input type="button"/>	<input type="text"/>	<input type="text"/> Notes
<input type="text"/>	<input type="text"/> Description	<input type="button" value="Select"/> <input type="button"/>	<input type="text"/>	<input type="text"/> Notes
<input type="text"/>	<input type="text"/> Description	<input type="button" value="Select"/> <input type="button"/>	<input type="text"/>	<input type="text"/> Notes

Total

Employee Signature

Signature

Date