

Detailed Expense Statement Sheet

Business & Statement Details

Business Name:	_____	Date:	____/____/____
Prepared By:	_____	Period Covered:	_____
Department/Project:	_____	Statement Reference #:	_____

Expenses Overview

Date	Expense Category	Vendor / Payee	Description	Payment Method	Reference / Receipt No.	Amount
____/____/____	_____	_____	_____	_____	_____	_____
____/____/____	_____	_____	_____	_____	_____	_____
Total						_____

Notes & Approvals

Notes / Comments:

Prepared By (Signature):	_____	Date:	____/____/____
Reviewed By:	_____	Date:	____/____/____
Approved By:	_____	Date:	____/____/____