

Detailed Expense Statement Sheet

Business & Statement Details

Business Name: _____
Prepared By: _____
Department/Project: _____

Date: ____ / ____ / ____
Period Covered: _____
Statement Reference #: _____

Expenses Overview

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

Notes & Approvals

Notes / Comments:

Prepared By (Signature): _____
Reviewed By: _____
Approved By: _____

Date: ____ / ____ / ____
Date: ____ / ____ / ____
Date: ____ / ____ / ____