

# Professional Expense Statement Record

## General Information

Name

Department / Project

Date

Statement Period

e.g. 2024-01-01 to 2024-01-31

Employee ID

Supervisor

## Expense Details

Date	Description	Category	Amount (USD)	Receipt	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<strong>Total</strong>		<input type="text"/>			

## Additional Information / Comments

## Signatures

Employee Signature & Date

Supervisor/Manager Signature & Date