

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
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
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<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Total			<div></div>		

Additional Information / Comments

Signatures

Employee Signature & Date

Supervisor/Manager Signature & Date