

# Business Expense Statement

Employee Name

Department

Date

Report Period

e.g. Jun 1 - Jun 7, 2024

Purpose

## Expense Details

Date	Description	Category	Amount	Notes
<input type="text"/>	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>				

Approved By

Remarks