

Business Expense Statement

Employee Name

Department

Date

Report Period

e.g. Jun 1 - Jun 7, 2024

Purpose

Expense Details

Date	Description	Category	Amount	Notes
<div></div>	<div>Description</div>	<div></div>	<div></div>	<div>Notes</div>
<div></div>	<div>Description</div>	<div></div>	<div></div>	<div>Notes</div>
<div></div>	<div>Description</div>	<div></div>	<div></div>	<div>Notes</div>
Total				

Approved By

Remarks