Expense Report

LOGO

Purpose: _____ **Statement Number:** _____

Name: _____ **Position:** _____

Department: _____ **Manager:** _____

Date	Description	Transportation	Lodging	Meals	Other	Total

Subtotal:	
Less cash advanced:	
Total owed to you:	
Total due:	

Comments
Text

Approved by: _____ **Date:** _____