

Company Name

123 Your Street
Your City, ST 12345
(123) 456-7890

Expense Report

01/01/00 - 01/31/00

Name

Employee Name

Email Address

name@email.com

Department

Department Name

Approved By

Manager Name

Purpose

Expense Purpose

Reimbursement Requested

Yes/No

Date	Category	Description	Notes	Amount
1/2	Flight	Flight #123	Charleston client meeting	\$0.00
1/3	Hotel	Hotel Name		\$0.00

\$0.00

Signature

Date

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K Morrison

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