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Expense Report

01/01/00 - 01/31/00

Name

Email Address

Employee Name

name@email.com

Department Name

Approved By Manager Name Purpose

Expense Purpose

Reimbursement Requested

Yes/No

Date (Category	Description	Notes	Amount
1/2 F	Flight	Flight #123	Charleston client meeting	\$0.00
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Signature

Date

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CL Gary

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