

# Expense report

Employee

Department

Period

Purpose

| Date | Category | Description | Amount | Paid with | Receipt |
|------|----------|-------------|--------|-----------|---------|
|      |          |             |        |           |         |
|      |          |             |        |           |         |
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|      |          |             |        |           |         |
|      |          |             |        |           |         |
|      |          |             |        |           |         |

Total

Less advance

Less company card

Amount due

Employee signature

Approver signature