

Expense Report

Purpose (Job): _____ Statement Number: _____ Pay Period from: _____ to: _____

Name _____

Receipt No	Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc.	Total
1											\$0.00
2											\$0.00
3											\$0.00
4											\$0.00
5											\$0.00
6											\$0.00
7											\$0.00
8											\$0.00
9											\$0.00
10											\$0.00
11											\$0.00
12											\$0.00
13											\$0.00
14											\$0.00
15											\$0.00
16											\$0.00
17											\$0.00
18											\$0.00
19											\$0.00
20											\$0.00
Total				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SUBTOTAL	\$0.00
ADVANCES	\$0.00
TOTAL	\$0.00

Approved: _____
Director _____

Payment Account Info _____
