Expense Report Template

Date: [Insert Date]

Employee Name: [Employee Name]

Department: [Department Name]

Employee ID: [Employee ID]

Reporting Period: From [Start Date] to [End Date]

# 1. Summary of Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| Expense Category | Description | Date | Amount |
| Travel | [Brief description] | [Date] | [Amount] |
| Meals | [Brief description] | [Date] | [Amount] |
| Lodging | [Brief description] | [Date] | [Amount] |
| Transportation | [Brief description] | [Date] | [Amount] |
| Office Supplies | [Brief description] | [Date] | [Amount] |

Total Expense Amount: [Total Amount]

# 2. Receipts & Attachments

Attach all receipts and supporting documents for the listed expenses. Ensure that each receipt is clearly labeled and matches the corresponding expense entry.

# 3. Purpose of Expenses

Explain the purpose of each expense and how it relates to the business activities.

|  |  |
| --- | --- |
| Expense Category | Purpose |
| Travel | [Purpose of travel expense] |
| Meals | [Purpose of meals expense] |
| Lodging | [Purpose of lodging expense] |
| Transportation | [Purpose of transportation expense] |
| Office Supplies | [Purpose of supplies] |

# 4. Approval

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accounting Department Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_