Businessyield

Expense Report Template

Expense Report

Employee Name: [Enter Employee Name]
Department: [Enter Department Name]
Reporting Period: [Enter Reporting Period]

Date	Expense Type	Description	Amount
[MM/DD/YY]	[Expense Type 1]	[Description of Expense]	$XX.XX
[MM/DD/YY]	[Expense Type 2]	[Description of Expense]	$XX.XX
[MM/DD/YY]	[Expense Type 3]	[Description of Expense]	$XX.XX
[MM/DD/YY]	[Expense Type 4]	[Description of Expense]	$XX.XX
[MM/DD/YY]	[Expense Type 5]	[Description of Expense]	$XX.XX
[MM/DD/YY]	[Expense Type 6]	[Description of Expense]	$XX.XX
[MM/DD/YY]	[Expense Type 7]	[Description of Expense]	$XX.XX
[MM/DD/YY]	[Expense Type 8]	[Description of Expense]	$XX.XX
[MM/DD/YY]	[Expense Type 9]	[Description of Expense]	$XX.XX
[MM/DD/YY]	[Expense Type 10]	[Description of Expense]	$XX.XX

Total Expenses: $[Total Amount]

Approval:

I certify that the above expenses were accurate and incurred during company business.

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Employee Signature: _____

Date: _____

Approval by Manager:

I approve the expenses listed above.

Manager Signature: _____

Date: _____

You can fill the placeholders with relevant information such as employee name, department, reporting period, expense types, descriptions, dates, and amounts. Adjust the table and sections as needed to fit your specific requirements.

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