

WEEKLY EXPENSE REPORT TEMPLATE

WEEK STARTING DATE	WEEK ENDING DATE	PURPOSE Description and business activity of Project Name
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SUBMITTED BY				SUBMITTED TO			
NAME	TITLE	DEPARTMENT	PHONE	EMPLOYEE ID	MANAGER	MANAGER TITLE	PHONE
Ben D	Sales Associate	Sales	000-0000-0000	0004	Neeraj V	Sales Associate	000-0000-0000

EXPENSES PAID BY EMPLOYEE

WEEKDAY	RELEASE	RELEASE DATE	RELEASE TOTAL	AMT PAID	TRANSPORTATION (Car)	RENTAL VEHICLE	LEASING	MEALS & TRIP	SUPPLIES	TRAVELING	ENTERTAINMENT	OTHER	TOTAL
SUNDAY	40	00/00/00	\$ 22.00	\$ --	\$ --	\$ 200.00	\$ 750.00	\$ 75.00	\$ --	\$ 25.00	\$ --	\$ --	\$ 870.00
MONDAY	40	00/00/00	\$ 22.00	\$ --	\$ --	\$ 200.00	\$ 750.00	\$ 75.00	\$ 25.00	\$ --	\$ --	\$ --	\$ 950.00
TUESDAY	0	00/00/00	\$ --	\$ 750.00	\$ 25.00	\$ --	\$ 200.00	\$ 75.00	\$ --	\$ --	\$ 25.00	\$ --	\$ 940.00
WEDNESDAY	40	00/00/00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
THURSDAY	40	00/00/00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
FRIDAY	40	00/00/00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
SA FUNDAY	40	00/00/00	\$ 22.00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 22.00
TOTALS	200		\$ 67.00	\$ 750.00	\$ 25.00	\$ 400.00	\$ 1,500.00	\$ 295.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ --	\$ 2,000.00
												SUBTOTAL	\$ 2,000.00
												ADJUSTMENTS	
												TOTAL REIMBURSEMENT	\$ 2,000.00

*DON'T FORGET TO ATTACH ALL RECEIPTS!

EXPENSES PAID WITH COMPANY FUNDS

WEEKDAY	RELEASE	RELEASE DATE	RELEASE TOTAL	AMT PAID	TRANSPORTATION (Car)	RENTAL VEHICLE	LEASING	MEALS & TRIP	SUPPLIES	TRAVELING	ENTERTAINMENT	OTHER	TOTAL
SUNDAY	40	00/00/00	\$ 22.00	\$ --	\$ --	\$ 200.00	\$ 750.00	\$ 75.00	\$ --	\$ 25.00	\$ --	\$ --	\$ 870.00
MONDAY	40	00/00/00	\$ 22.00	\$ --	\$ --	\$ 200.00	\$ 750.00	\$ 75.00	\$ 25.00	\$ --	\$ --	\$ --	\$ 950.00
TUESDAY	0	00/00/00	\$ --	\$ 750.00	\$ 25.00	\$ --	\$ 200.00	\$ 75.00	\$ --	\$ --	\$ 25.00	\$ --	\$ 940.00
WEDNESDAY	40	00/00/00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
THURSDAY	40	00/00/00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 45.00	\$ 45.00
FRIDAY	40	00/00/00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
SA FUNDAY	40	00/00/00	\$ 22.00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 22.00
TOTALS	200		\$ 67.00	\$ 750.00	\$ 25.00	\$ 400.00	\$ 1,500.00	\$ 295.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 45.00	\$ 2,075.00
												SUBTOTAL	\$ 2,075.00

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REMOVED EXPENSES OR DESCRIPTION OF "O-S-B"

DATE	DESCRIPTION	AMOUNT
00/00/00	Business class registration	\$ 45.00
		\$ --
		\$ --
		\$ --
		\$ 0

DATE	DESCRIPTION	AMOUNT
		\$ --
		\$ --
		\$ --
		\$ 0

ADDITIONAL NOTES - FOR OFFICE USE ONLY

APPROVAL		
REQUESTOR	SIGNATURE	DATE
Ben D		00/00/00
APPROVER	SIGNATURE	DATE
Neeraj V		00/00/00

Expense Report

ML Morrison



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