# EXPENSE REPORT

Employee _____ Department _____

Manager _____ Period _____

Business purpose _____

| Date | Category | Description | Receipt | Amount |
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**SUMMARY**

Total expenses _____

Less cash advance _____

**Amount due to employee** _____

I certify that these expenses were incurred for business purposes and are supported by the receipts marked.

Employee signature _____ Date _____ Approved by _____ Date _____