Expense Report



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| --- | --- | --- | --- | --- | --- |
| Employee Name: |  | Title: |  | | |
| Department: |  | Building: |  | | |
| Phone/Extension: |  | Supervisor: |  | Purpose of trip: |  |

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| Date | Description | | | | | | Tickets | Hotel | B'fast | Lunch | Dinner | Trans. | | Entertain | Misc. | TOTAL |
|  |  | | | | | |  |  |  |  |  |  | |  |  |  |
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|  | | Subtotals | | | | |  |  |  |  |  |  | |  |  | **0.00** |
|  | |  |  |  |  |  |  |  |  | Less expense advance and charges to company | | | | | |  |
|  | |  |  |  | | |  |  |  |  |  | | Total due me (company) | | |  |
| Employee Signature Title: Date: | | | | | | | | | | | | | | | | |
| Approval Signature Title: Date: | | | | | | | | | | | | | | | | |