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:  |