**Daily Expense Report**

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| Name: |  | Position: |  | | |
| Dept. |  | Employee ID No. | | |  |
| Date: |  | Date Reported: | |  | |
| Quarter: |  | Supervisor: | |  | |

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| **Account** | **Receipt #** | **Travel** | **Mileage** | **Hotel** | **Food** | **Entertain.** | **Other** | **Total** |
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| **Approver’s Signature** |  | **Date** |

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| **Notes** |
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