**Daily Expense Report**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Account** | **Receipt #** | **Travel** | **Mileage** | **Hotel** | **Food** | **Entertain.** | **Other** | **Total** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Approver’s Signature** |  | **Date** |

|  |
| --- |
| **Notes** |
|  |
|  |
|  |
|  |

www.ReportTemplates.net