

Expense Report

Purpose : _____

Employee Name : _____

Employee ID : _____

Time Period	
From	
To	

Date	Description	Hotel	Transport	Meal	Phone	Others	Total
10/2/2021	New York	\$ 100	\$ 150	\$ 300	\$ 10	\$ 50	\$ 610
10/3/2021	Dallas	\$ 150	\$ 120	\$ 250	\$ 20	\$ 60	\$ 600
10/4/2021	Austin	\$ 200	\$ 150	\$ 210	\$ 15	\$ 10	\$ 585
10/5/2021	Houston	\$ 180	\$ 130	\$ 260	\$ 20	\$ 15	\$ 605
10/6/2021	Denver	\$ 120	\$ 60	\$ 230	\$ 32	\$ 20	\$ 462
10/7/2021	Seattle	\$ 130	\$ 45	\$ 240	\$ 13	\$ 60	\$ 488
10/8/2021	Detroit	\$ 140	\$ 210	\$ 230	\$ 15	\$ 32	\$ 627
10/9/2021	Baltimore	\$ 160	\$ 180	\$ 264	\$ 16	\$ 40	\$ 660
10/10/2021	Kansas	\$ 190	\$ 120	\$ 260	\$ 20	\$ 60	\$ 650
10/11/2021	Atlanta	\$ 200	\$ 110	\$ 180	\$ 15	\$ 10	\$ 515
Sub Total		\$ 1,570	\$ 1,275	\$ 2,424	\$ 176	\$ 357	\$ 5,802.00
Advances							\$ 1,000
Reimbursement							\$ 4,802

Authorization

How Do I Create An Expense Report

L Manion



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