**PRINTABLE BUSINESS EXPENSE REPORT TEMPLATE**

STATEMENT REPORTING PERIOD

|  |  |  |
| --- | --- | --- |
| STARTING DATE |   | ENDING DATE |
|  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME | TITLE | DEPARTMENT | EMPLOYEE ID | MANAGER |
|  |  |  |  |  |

EXPENSES

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | EXPENSE | DESCRIPTION | AMOUNT |
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| TOTAL |  |

**\* REMEMBER TO ATTACH RECEIPTS \***

APPROVAL

|  |  |  |
| --- | --- | --- |
| REQUESTED BY | SIGNATURE | DATE |
|  |  |  |
| APPROVED BY | SIGNATURE | DATE |
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