Expense Report

Free printable template from SimplyWise

Name: _____ **Company:** _____

Department or job: _____ **Report period (from / to):** _____

Purpose of expenses: _____ **Submitted on:** _____

Date	Vendor	Category	Business purpose	Payment method	Amount	Receipt attached

Total	
Less advance	
Amount owed	

Employee signature _____ **Approved by** _____ **Date** _____