Company Logo			Expense Report 2022							
Purpose			-			Pay period	From date To date			
Employee Name Department			-	Employee Position Manager Name				Employee ID number		
		<b>A</b> 1.11					-		a.e. 11	
Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Miscellaneous	Total
Total										
									SUBTOTAL	
Employee signature				Date					TOTAL	
Manager				Date				_	I	
signature								-		
		<u>Note: D</u>	<u>on't forget to a</u>	ttach all the rele	evant receipts t	to this expense r	<u>eport</u>			