

Expense Report

Employee Name *

Department

Report Period *

Date Submitted *

Expenses

Date	Description	Category	Amount

Total Amount Requested *

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Receipts attached for all expenses over the required threshold

Employee — Signature

Manager Approval — Signature

Employee — Printed Name *

Manager Approval — Printed Name *

Date *

Date *

Template provided for general reference only. Align expense categories and receipt requirements with your organization's own expense policy.