

## Expense Report

### Expense Report

Use the sheet icon at the far right to create your own copy of this sheet. Do not make changes to this sheet.

Company Name:

Employee Name:

#### Detailed Expenses

##### Transportation

Miles Driven  
Reimbursement  
Parking and Tolls  
Auto Rental  
Taxi / Limo  
Other (Rail or Bus)  
Airfare  
Totals

##### Lodging

Lodging  
Other  
Totals

##### Food

Breakfast  
Lunch  
Dinner  
Other  
Totals

##### Miscellaneous

Supplies / Equipment  
Phone, Fax  
Entertainment  
Other  
Other  
Other  
Totals

#### Detailed Entertainment Record

Date

## Expense Report

### **Summary of Expenses**

Total Expenses  
Less Cash Advance  
Less Company Charges  
Amount Due to Employee  
Amount Due to Company

### **Trip Purpose:**

Expense Report

Period Ending: 35252

Mileage Rate: 0.32

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Place Name & Location

Business Purpose

Amount

## Expense Report

#VALUE!

Prepared By:

Date:

#VALUE!

Approved By:

Date:

WorkArea

**Variables**

**%Sheet\_Cou**

0

: version counter

## Strings

***Bold items are referenced to duplicate strings***

### ***Table Sheet Strings***

#### RangeNames Strings

T_1	Expense Report
T_2	Company Name:
T_3	Employee Name:
T_4	Period Ending:
T_5	Detailed Expenses
T_6	Transportation
T_7	Miles Driven
T_8	Reimbursement
T_9	Parking and Tolls
T_10	Auto Rental
T_11	Taxi / Limo
T_12	Other (Rail or Bus)
T_13	Airfare
T_14	Totals
T_15	Lodging
T_16	Other
T_17	Food
T_18	Breakfast
T_19	Lunch
T_20	Dinner
T_21	Miscellaneous
T_22	Supplies / Equipment
T_23	Phone, Fax
T_24	Entertainment
T_25	Detailed Entertainment Record
T_26	Date
T_27	Place Name & Location
T_28	Business Purpose
T_29	Amount
T_30	Summary of Expenses
T_31	Total Expenses
T_32	Less Cash Advance
T_33	Less Company Charges
T_34	Amount Due to Employee
T_35	Amount Due to Company
T_36	Prepared By:
T_37	Trip Purpose:
T_38	Date:
T_40	Use the sheet icon at the far right to create your own copy of this sheet. Do not make
T_41	Totals
T_42	Mileage Rate:
T_43	Expenses
T_44	Approved By:

Sheet names must be in order

## Strings

### **Sheet Strings**

#### RangeNames Strings

%S_1	Expense Report
%S_2	WorkArea
%S_3	Strings
%S_4	Scripts

### **Range Strings**

#### RangeNames Strings

%R_7	%Sheet_Count
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### **FileInfo Strings**

#### RangeNames Strings

%D_1	SmartMasters
%D_2	Create an Expense Report
%D_3	Track your weekly expenses with this handy tool.

## Strings

changes to this sheet.