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

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

#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	Totals
#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	Totals
#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	Totals
#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	Totals

Place Name & Location   Business Purpose   Amount

#VALUE!   Prepared By: Date:

#VALUE!   Approved By: Date:

Variables

%Sheet_Cou   0   : version counter

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
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T_25	Detailed Entertainment Record
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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

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

FileInfo Strings

RangeNames *Strings*

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

changes to this sheet.