

Expense Report

<Company>
 <Address>
 <Town>
 <County/State>
 <Postcode>

EMPLOYEE NAME: [Employee Name] _____ EMPLOYEE TITLE: [Employee Title] _____

DATE OF TRIP: [Date of Trip] _____ PURPOSE OF TRIP: [Purpose of Trip] _____

Date	Description	Travel	Lodging	Breakfast	Lunch	Dinner	Transport.	Entertain.	Other	TOTALS
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
TOTALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advances and Charges to Company										0.00
TOTAL DUE										£0.00

EMPLOYEE SIGNATURE: _____ APPROVED BY: _____