

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

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T_8	Reimbursement
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T_11	Taxi / Limo
T_12	Other (Rail or Bus)
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Sheet names must be in order

Strings

Sheet Strings

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%S_1	Expense Report
%S_2	WorkArea
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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.