

# Conf - Expense report

## Expense report

	A	B	C	D	E	F	G
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1  
2 **Company**  
3 **Name**

4 12345 Street Name  
5 City Name, State (ST) ZIP  
6 Phone Number

# Expense Report

7 09/04/16 - 09/05/16

8	9	10	11
Name	Employee ID	Department	
Employee name	#111111	Department name	

12	13	14	15
Manager	Purpose		
Manager name	Expense purpose		



16	17	18	19	20	21
Date	Category	Description	Notes	Amount	
9/4	Flight	Flight #123		\$0.00	
9/5	Hotel	Hotel Name		\$0.00	

22

23

24

25

**\$0.01**

26

27

**Signature**

**Date**

28

29

30

31