

BASIC EXPENSE REPORT

EXPENSE PERIOD:

FROM:

TO:

EXPENSE REPORT
TOTAL (\$)

EMPLOYEE INFORMATION

EMPLOYEE NAME:

SUPERVISOR:

EMPLOYEE ID:

DEPARTMENT:

PAYMENT DATE

PAYMENT
METHOD

EXPENSE
DESCRIPTION

PAID TO

AMOUNT PAID (\$)

SUBTOTAL (\$)

☐ I have attached all the necessary receipts to this expense report