

CONSTRUCTION EXPENSE REPORT

DATE:	
EMPLOYEE NAME:	
EMPLOYEE DEPARTMENT:	
EMPLOYEE POSITION:	
APPROVED BY:	

EMPLOYEE SIGNATURE:	
APPROVER SIGNATURE:	
CONSTRUCTION NOTES:	

ITEMIZED EXPENSES

WORK DATE	HOUSE #	EXPENSE #	CONSTRUCTION EXPENSE (\$)	OTHER EXPENSE (\$)	TOTAL EXPENSE FOR THE DATE (\$)	SUBTOTAL BY DATE (\$)

TOTALS:						

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