

MONTHLY EXPENSE REPORT

MONTH:	
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EMPLOYEE INFORMATION:	
EMPLOYEE NAME:	
EMPLOYEE ID:	

EXPENSE REPORT TOTAL (\$)	
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DAY	EXPENSE DESCRIPTION	PAYMENT METHOD	PAID TO	AMOUNT PAID (\$)	SUBTOTAL (\$)
1st					
2nd					
3rd					
4th					
5th					

6th					
7th					
8th					
9th					
10th					
11th					
12th					
13th					
14th					
15th					
16th					
17th					
18th					
19th					
20th					
21st					

22nd					
23rd					
24th					
25th					
26th					
27th					
28th					
29th					
30th					
31st					

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