

PROJECT EXPENSE REPORT

EXPENSE PERIOD		EMPLOYEE INFORMATION		PROJECT INFORMATION	
From:		Name		Project name	
To:		Employee ID		Project ID	
		Supervisor		Project deadline	
		Department		Project notes	

ITEMIZED EXPENSES

DATE	DESCRIPTION	TRANSPORT (\$)	SUPPLY (\$)	HOTEL (\$)	MEALS (\$)	OTHER (\$)	DAY'S TOTAL (\$)

			SUBTOTAL				
EMPLOYEE SIGNATURE			TOTAL CASH ADVANCE				
APPROVER SIGNATURE			TOTAL				

I have attached all the necessary receipts to this expense report