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SMALL BUSINESS EXPENSE REPORT

Company name	
Company address	
Employee name	
Department	
Position	
Approved by	

OFFICE SUPPLY COSTS TOTAL (\$)	
SOFTWARE COSTS TOTAL (\$)	
PHONE COSTS TOTAL (\$)	
OTHER EXPENSES TOTAL (\$)	
EXPENSE TOTAL (\$)	

DATE	OFFICE SUPPLIES	SOFTWARE	PHONE	OTHER (\$)	TOTAL EXPENSES (\$)
	Type of office supply:	Software name:	Number of hours:	Description:	
	Office supply	Software price:	Phone expenses:	Other expenses:	

	expenses:				
	Type of office supply:	Software name:	Number of hours:	Description:	
	Office supply expenses:	Software price:	Phone expenses:	Other expenses:	
	Type of office supply:	Software name:	Number of hours:	Description:	
	Office supply expenses:	Software price:	Phone expenses:	Other expenses:	
	Type of office supply:	Software name:	Number of hours:	Description:	
	Office supply expenses:	Software price:	Phone expenses:	Other expenses:	
	Type of office supply:	Software name:	Number of hours:	Description:	

	Office supply expenses:	Software price:	Phone expenses:	Other expenses:	
	Type of office supply:	Software name:	Number of hours:	Description:	
	Office supply expenses:	Software price:	Phone expenses:	Other expenses:	

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