

WEEKLY EXPENSE REPORT

EXPENSE PERIOD:

FROM:

TO:

EMPLOYEE INFORMATION:

EMPLOYEE NAME:

EMPLOYEE ID:

EXPENSE REPORT TOTAL (\$)

WEEKDAY	EXPENSE DESCRIPTION	PAYMENT METHOD	PAID TO	AMOUNT PAID (\$)	SUBTOTAL (\$)
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

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