

POWERED BY Field Promax. [Schedule a demo now](#)

Simple Expense Report Template

Reporting Period

Reporting Period	Starting Date	Ending Date	Purpose
	xx/xx/xx	xx/xx/xx	

Submitted By

Submitted To

Name	Title	Department	Phone	Employee Id	Manager	Manager Title	Phone

Travel Expense Details

Don't Forget To Attach All Receipts

Sub Total	\$	-
Advances	\$	-
Expense Reimbursement	\$	-

Additional Notes - For Office Use Only

Approval

Requested By	Signature	Date
		xx/xx/xx
Approved By	Signature	Date
		xx/xx/xx

