

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

Simple Expense Report Template

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										
Date	Description	Lodging	Meals	Supplies	Parking	Airfare	Transportation	Rental Vehicle	Other	Daily Totals
xx/xx/xx		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
xx/xx/xx		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Category Totals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Don't Forget To Attach All Receipts

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

Additional Notes - For Office Use Only

Approval	
Requested By	Signature
	xx/xx/xx
Approved By	Signature
	xx/xx/xx

Comments
