**Employee Office Expense Report**

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| --- |
| Pay Period |
| From | To |
|  |  |

|  |
| --- |
| Company Name :  |
| Purpose :  |

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| --- |
| Employee Name :  |
| Employee ID :  |

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| --- |
| Department :  |
| Manager :  |

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| --- | --- | --- | --- |
| Date | Description | Expense Type | Amount Paid |
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|  |  | **TOTAL EXPENSES :** | **$**  |

*\*Don't forget to attach receipts\**

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| --- |
| Employee Signature :  |

|  |
| --- |
| Date :  |

|  |
| --- |
| Authorized By :  |

|  |
| --- |
| Date :  |

