**Employee Office Expense Report**

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

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

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

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

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

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

|  |
| --- |
| Employee Signature : |

|  |
| --- |
| Date : |

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

|  |
| --- |
| Date : |

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