

Employee Office Expense Report

Company Name : _____

Purpose : _____

Pay Period	
From	To

Employee Name : _____

Department : _____

Employee ID : _____

Manager : _____

Date	Description	Expense Type	Amount Paid
		TOTAL EXPENSES :	\$

Don't forget to attach receipts

Employee Signature : _____

Date : _____

Authorized By : _____

Date : _____