**EMPLOYEE PROJECT EXPENSE REPORT**

|  |  |
| --- | --- |
|  Project Role : |  |
|  Pay Period | From  |  |
| To |  |

|  |  |
| --- | --- |
| Project Name :  |  |
| Company Name: |  |
| Employee Name:  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Description | Transport | Hotel | Fuel | Meals | Phone | Others | Daily Total |
|  |  |  |  |  |  |  |  |  $  |
|  |  |  |  |  |  |  |  |  $  |
|  |  |  |  |  |  |  |  |  $  |
|  |  |  |  |  |  |  |  |  $  |
|  |  |  |  |  |  |  |  |  $  |
|  |  |  |  |  |  |  |  |  $  |
|  |  |  |  |  |  |  |  |  $  |
|  |  |  |  |  |  |  |  |  $  |
|  |  |  |  |  |  |  |  |  $  |
|  |  |  |  |  |  |  |  |  $  |
|  |   | $  | $  | $  | $  | $  | $  |   |
|   |  | *\*Don't forget to attach receipts\** | Subtotal : |   $  |
|   |  |  |  |  |  | Advances : |    |
|  |  |  |  |  |  |  |  |
|   |   |   |   |   |   | **TOTAL EXPENSES :** | **$**  |

NOTES :

