

# Business Expense Report

Purpose: \_\_\_\_\_

Pay Period: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

## Employee Information:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Date	Account	Description	Total
		<b>Subtotal</b>	
		<b>Advances</b>	
		<b>Total</b>	