EXPENSE REPORT

INSTRUCTIONS

① Indicate your name and the month for which you're submitting expenses.
② List the date of the expenditure and a description. (Example: 3/22 – Denny's: lunch for meeting in Charleston)
③ Write the amount of the expense in the appropriate column. (As above: $8.43 in the meals column.)
④ Once you've listed all the expenses, complete all columns in the "total" line.
⑤ Sign and date the report.
⑥ Attach the original receipts and submit it to Human Resources with your timesheet.

If you have more expenses than will fit on this form, utilize a 2nd expense report form and submit both pages together.

① Your Name: _____ Expenses for the Month of: _____

②		③				
Date	Description	Mileage	Lodging	Meals	Other	Accountant Only
④ Column Totals ⇨						

⑤ Your Signature _____ Date Signed: _____

Approved By: _____ Date Signed: _____

⑥ **Attach the original receipts and submit your expense report to Human Resources with your timesheet.**