Expense report template

One line per receipt. Attach receipts, sign, and send for approval.

Employee or owner name _____ **Department or job** _____

Period from _____ **Period to** _____

DATE	VENDOR	CATEGORY	BUSINESS PURPOSE	MILES	AMOUNT
Total					

Less advance received	
Amount owed to employee	

_____ _____

Employee signature and date Approved by and date

Fillable PDF: click a cell to type, then save or print. Shaded cells are totals. The Excel version on eminenttax.com adds them up for you.

General information, not tax advice for your situation.