Expense Report

For Office Use Only



APPROVED:

212 Cameron Woods Dr

\$-Subtotal

Advances

Total

\$-

\$-

	We Provide Techno's	Apex, NC-27523								
PURPOSE:			Cost Center:			_		PAY PERIOD:	From	
Client:			Billable:	Yes/No					To	
EMPLOYEE INF	FORMATION:									
Name			Position					SSN		
Address		City		State			-	Employee ID		
_		'				•				
Date	Description	Hotel	Transport	Fuel	Phone	Meals	Air Fare	Entertainment	Misc.	Total
										\$-
										\$-
										\$-
										\$-
										\$-
										\$-
										\$-
										\$-
										\$-
										\$-
										\$-
										\$-
										\$-
										\$-
										_

This form must be completely filled out and all receipts must be attached