**Expense Report**

**Company Name**

For the month of:--------2010.

**Purpose: ------------------------------------- Statement Number: -----------------------------------**

 **PAT Period:** From: -------------

 To: -------------

**Employment Information:**

Name: ---------------------- Position:------------------------ SSN: ------------------------------

Department: ---------------------- Manager: --------------------- Employee ID:-------------------

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Account** | **Description** | **Hotel** | **Transport** | **Fuel** | **Meals** | **Misc** | **Phone** | **Total** |
|  |  |  |  |  |  |  |  |  |  |
| **Sub Total:** |  |  | $-- | $-- | $-- | $-- | $-- | $-- | $-- |

**Approved by : --------------------------------------- Note: -----------------------------------------------**