### Company Name

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# **Expense Report**

01/01/00 - 01/31/00

Name

**Email Address** 

Employee Name

name@email.com

Department Name

Approved By Manager Name Purpose

Expense Purpose

Reimbursement Requested

Yes/No

Date (	Category	Description	Notes	Amount
1/2 F	Flight	Flight #123	Charleston client meeting	\$0.00
1/3 I	Hotel	Hotel Name		\$0.00

\$0.00

Signature

Date

## **Sample Of A Expense Report**

Walter J. Smith

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