



Expense report

Employee name: _____

Expenses for: _____
Month Year

| <u>Expense Category</u> | <u>Amount</u> |
|---------------------------------------|----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| TOTAL EXPENSES for this month: | _____ |

Employee signature: _____

O.T. Plus signature: _____

Date Approved: _____ Date Paid: _____