



EXPENSE STATEMENT

| | |
|------------|----------|
| Employee | |
| Name | Emp # |
| SSN | Position |
| Department | Manager |

| | |
|------------|-------|
| Pay Period | |
| From | _____ |
| To | _____ |

| Date | Account | Description | Accom | Transport | Fuel | Meals | Phone | Entertain | Other | TOTAL |
|------|---------|-------------|--------|-----------|--------|--------|--------|-----------|--------|-----------|
| | | | | | | | | | | |
| | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | | | | | | | | | Sub-Total |
| | | | | | | | | | | Tax |
| | | | | | | | | | | TOTAL |

| |
|-------------|
| Approved By |
| Umesh Ghai |

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| Notes |
| |

Choose One