

Statement Number: _____

Expense Statement

Purpose: _____

Employee Information

Name	_____	Department	_____
SSN	_____	Position	_____
Employee ID	_____	Manager	_____

Pay Period

From	_____
To	_____

Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertain.	Misc.	TOTAL
Subtotal										
Advances										
TOTAL										

Approved _____ | **Notes**

For Office Use Only