

Employee Out-of-Pocket Expense Report

Employee Name

Employee ID

Department

Report Date

Date	Description	Category	Vendor	Amount	Receipt?
<input type="text"/>	<input type="text"/>	<input type="button" value="Select ▾"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Select ▾"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Select ▾"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Select ▾"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Select ▾"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Select ▾"/>
Total					

Additional Notes

Employee Signature

Date

Manager Approval

Date