# PRINTABLE BUSINESS EXPENSE REPORT TEMPLATE

### STATEMENT REPORTING PERIOD

STARTING DATE			ENDING DATE			
to						
NAME	TITLE	DEPARTMENT	EMPLOYEE ID	MANAGER		

#### EXPENSES

DATE	EXPENSE	DESCRIPTION	AMOUNT

\* REMEMBER TO ATTACH RECEIPTS \*

## APPROVAL

REQUESTED BY	SIGNATURE	DATE
APPROVED BY	SIGNATURE	DATE

#### DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.