**Annual Expense Report**

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| --- | --- | --- | --- |
| Name: |   | Title: |   |
| Employee ID: |   | Department: |   |

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| **MONTH** | **AIR & TRANS.** | **LODGING** | **FUEL / MLG.** | **PHONE** | **MEALS & TIPS** | **ENT.** | **OTHER** | **TOTAL** |
| **JANUARY** |   |   |   |   |   |   |   |  $-  |
| **FEBRUARY** |   |   |   |   |   |   |   |  $-  |
| **MARCH** |   |   |   |   |   |   |   |  $-  |
| **Q1 TOTAL** |   |   |   |   |   |   |   |  $-  |
| **APRIL** |   |   |   |   |   |   |   |  $-  |
| **MAY** |   |   |   |   |   |   |   |  $-  |
| **JUNE** |   |   |   |   |   |   |   |  $-  |
| **Q2 TOTAL** |   |   |   |   |   |   |   |  $-  |
| **JULY** |   |   |   |   |   |   |   |  $-  |
| **AUGUST** |   |   |   |   |   |   |   |  $-  |
| **SEPTEMBER** |   |   |   |   |   |   |   |  $-  |
| **Q3 TOTAL** |   |   |   |   |   |   |   |  $-  |
| **OCTOBER** |   |   |   |   |   |   |   |  $-  |
| **NOVEMBER** |   |   |   |   |   |   |   |  $-  |
| **DECEMBER** |   |   |   |   |   |   |   |  $-  |
| **Q4 TOTAL** |   |   |   |   |   |   |   |  $-  |
|  |  $-  |  $-  |  $-  |  $-  |  $-  |  $-  |  $-  |  $-  |

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| **ADDITIONAL COMMENTS** |
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|  |  |  |  |  |
|  NAME |  | SIGNATURE |  | DATE |