

Expense Report

Date: **[Insert Date]**

Employee Name: **[Insert Employee Name]**

Department: **[Insert Department]**

Report Period: **[Insert Report Period]**

Business Meal Details

Date	Location	Purpose	Attendees	Amount
[Insert Date]	[Insert Location]	[Insert Purpose]	[Insert Attendees]	[Insert Amount]

Total Amount

Total: **[Insert Total Amount]**

Authorizations

Employee Signature: _____

Manager Approval: _____

Notes

[Insert any additional notes or comments here]