

Expense Report for Team Activities

Date: [Insert Date]

Prepared by: [Your Name]

Department: [Your Department]

Summary of Expenses

Item Description	Date Incurred	Amount (\$)	Notes
[Item 1]	[Date]	[Amount]	[Notes]
[Item 2]	[Date]	[Amount]	[Notes]

Total Expenses

Total: \$[Total Amount]

Justification for Expenses

[Provide a brief explanation of the team activities and the purpose of the expenses]

Approval

Manager's Name: [Manager's Name]

Signature: _____

Date: [Insert Date]

Attachments

Please attach receipts and any relevant documentation.