**EMPLOYEE PROJECT EXPENSE REPORT**

|  |  |  |
| --- | --- | --- |
| Project Role : |  | |
| Pay Period | From |  |
| To |  |

|  |  |
| --- | --- |
| Project Name : |  |
| Company Name: |  |
| Employee Name: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Description | Transport | Hotel | Fuel | Meals | Phone | Others | Daily Total |
|  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  | $ |
|  |  | $ | $ | $ | $ | $ | $ |  |
|  |  | *\*Don't forget to attach receipts\** | | | | Subtotal : | | $ |
|  |  |  |  |  |  | Advances : | |  |
|  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  | **TOTAL EXPENSES :** | | **$** |

NOTES :

[](https://www.generalblue.com/)