

EMPLOYEE PROJECT EXPENSE REPORT

Project Name : _____

Company Name: _____

Employee Name: _____

Project Role :

Pay Period

From	_____
To	_____

Date	Description	Transport	Hotel	Fuel	Meals	Phone	Others	Daily Total
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
		\$	\$	\$	\$	\$	\$	

Don't forget to attach receipts

Subtotal : \$ _____

Advances : _____

TOTAL EXPENSES :	\$
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NOTES :
