

# Expense Account Statement

Employee: \_\_\_\_\_

For period ending: \_\_\_\_\_

## Reimbursement Expense Incurred

Hotels/Lodging \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Tax \$ \_\_\_\_\_

Travel (air, train, bus) \$ \_\_\_\_\_

Personal auto (y/n) \_\_\_\_\_ miles x \_\_\_\_\_ \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Phone \$ \_\_\_\_\_

Other (itemize):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

I certify the above is a true statement of incurred expenses in accordance with company policy. Receipts are attached to this statement.

Employee\_\_\_\_\_

Approved for payment:

By:\_\_\_\_\_