

# 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 : \_\_\_\_\_

|                         |           |
|-------------------------|-----------|
| <b>TOTAL EXPENSES :</b> | <b>\$</b> |
|-------------------------|-----------|

NOTES :

\_\_\_\_\_  
\_\_\_\_\_