



Daily Employee Business Expense Report Template

Company name		Employee name	
Department		Employee ID	
Manager		Job position	
Date			

No:	Description	Vehicle type	Expense type	Total
1.		<input type="checkbox"/> Work <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input type="checkbox"/> Other	Meal ▾	\$
2.		<input type="checkbox"/> Work <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input type="checkbox"/> Other	Meal ▾	\$
3.		<input type="checkbox"/> Work <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input type="checkbox"/> Other	Meal ▾	\$

Total expenses	\$
----------------	----

*Don't forget to attach receipts.

Mileage rate	\$
--------------	----



Advances	\$
Total reimbursement	\$

Comments:

Employee signature _____

Date _____

Authorized by _____

Date _____

Manage your projects with [Plaky.com](https://plaky.com)