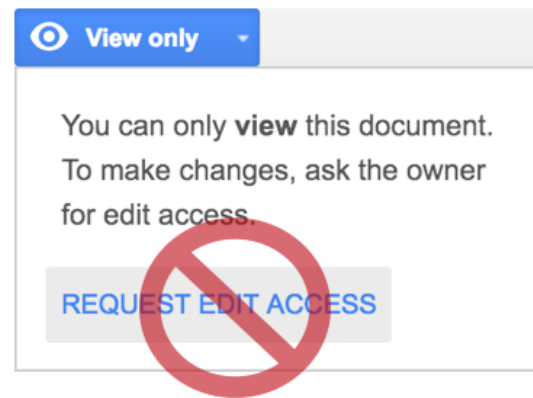


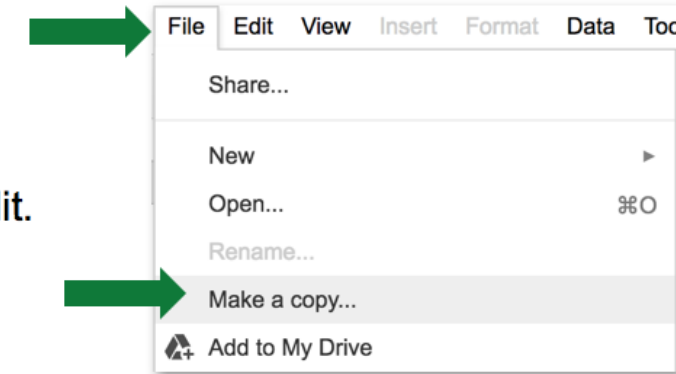


How to use this template:

This is a view-only file and cannot be edited.

Create your own copy of this template to edit.

In the menu, click **File > Make a copy...**



Try Smartsheet for FREE

BUSINESS EXPENSE TRACKER SPREADSHEET

Template begins on page 2.



[COMPANY NAME]

EXPENSE REPORT

EMPLOYEE ID	EMPLOYEE NAME	DEPARTMENT	MANAGER
		Sales	
PURPOSE			STATEMENT NO.
			0

PAY PERIOD	
FROM	TO
MM/DD/YY	MM/DD/YY

[illegible]

*** PLEASE REMEMBER TO ATTACH RECEIPTS ***

Itemized Expenses or Description of "Other"

DATE	DESCRIPTION	AMOUNT
MM/DD/YY		\$ -
		\$ -
		\$ -
		\$ -
		\$ -

AUTHORIZED BY	DATE

For Office Use Only	

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.