EXPENSE REPORT FOR CONSTRUCTION

DATE:	
EMPLOYEE NAME:	
EMPLOYEE DEPARTMENT:	
EMPLOYEE POSITION:	
APPROVED BY:	

EMPLOYEE SIGNATURE:	
APPROVER SIGNATURE:	

CONSTRUCTION NOTES:

ITEMIZED EXPENSES

WORK DATE	HOUSE #	EXPENSE #	CONSTRUCTION EXPENSE ($)	OTHER EXPENSE ($)	TOTAL EXPENSE FOR THE DATE ($)	SUBTOTAL BY DATE ($)

		TOTALS:				

❏ I have attached all the necessary receipts to this expense report