**Expense Report Template Word**

***Company Name Here***

**Items**

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| Date | Detail | | Amount ($) |
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| Total | |  | |

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| Reviewed By: |  | | | | |
| Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  |  |  | | | |
| Approved | Yes |  | No |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Authorized Signatures

|  |  |
| --- | --- |
| Submitted By: |  |
| Submitted On: |  |
| Description of Report: |  |
| Cost Center |  |

***Expense Report***

Address Line 1

Address Line 2

Phone: 555-555-5555

Website: www.website.com