



Expense Report

Purpose: _____
 Statement #: _____

Period	
From:	_____
To:	_____

Name: _____
 Employee ID: _____

Department: _____
 Manager: _____

Invoice Date	Description	Air & Trans.	Lodging	Conf. and Seminars	Meals & Tips	Entertainment	Other	Total
								-
								-
								-
								-
								-
								-
								-
								-
								-
		-	-	-	-	-	-	

Subtotal **AED 0.00**

Advances _____

Total Reimbursement **AED 0.00**

*** Don't forget to attach receipts ***

Itemized Expenses or Description for "Other"		
Date	Description	Amount

Authorized By _____ Date _____

For Office Use Only