

# Printable Expense Report Form

## General Information

- Name: \_\_\_\_\_
- Date: \_\_\_\_\_
- Purpose of Report: \_\_\_\_\_
- Contact Number: \_\_\_\_\_

## Expense Log

Date	Expense Description	Payment Method	Amount (USD)

## Expense Categories

- Travel
- Meals
- Supplies

Entertainment

Other: \_\_\_\_\_

**Total Expenses:** \_\_\_\_\_

**Comments/Notes**

---

---

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_