

Small Business Expense Report Form

Business Information

- Business Name: _____
- Owner/Manager Name: _____
- Contact Number: _____
- Email Address: _____
- Reporting Period (Month/Year): _____

Expense Details

Date	Vendor/Service	Expense Type	Amount (USD)

Total Expenses: _____

Category Breakdown

- Office Supplies: _____
- Marketing: _____

- **Utilities:** _____
- **Salaries/Wages:** _____
- **Miscellaneous:** _____

Supporting Documents Attached

- Receipts**
- Invoices**
- Bank Statements**

Owner's Signature: _____

Date: _____

Approved by: _____