

EXPENSE SHEET FOR SMALL BUSINESS

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EXPENSE SHEET

EMPLOYEE ID	EMPLOYEE NAME	MANAGER NAME
TOTAL AMOUNT	DEPARTMENT	

MEALS

PURPOSE OF EXPENSE		
BUSINESS MEAL POLICIES		
DATE	DESCRIPTION	AMOUNT

ITEMIZED EXPENSES

DATE	DESCRIPTION	AMOUNT

••• REMEMBER TO ATTACH RECEIPTS •••

REQUESTED BY

NAME	
SIGNATURE	
DATE	

AUTHORIZED BY

NAME	
SIGNATURE	
DATE	



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