

Expense Report

BiznTools

Printable form - complete by hand

Employee

Company

Report reference

Report date (YYYY-MM-DD)

Currency (all amounts)

Report purpose / project

Choose one status for each expense.

E: Employee claim C: Company paid X: Employee-paid excluded

Date	Merchant	Business purpose / category / receipt ref	Amount	Status
		Category: Receipt ref:		
		Category: Receipt ref:		
		Category: Receipt ref:		
		Category: Receipt ref:		
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Attach receipts separately. Use additional sheets for more entries and total all sheets once.

Gross expenses (E + C + X)

Employee-paid excluded (X)

Employee claim (E)

Cash advance already received

Company paid (C)

Balance = Employee claim - Cash advance

Signed balance: _____

Disposition: ☐ Pay employee ☐ Return advance balance ☐ Settled

Submitted by / date

Reviewed by / date

Positive balance: pay employee. Negative: return advance balance. Zero: settled.

Follow your employer's receipt and approval process. This form does not approve payment.

Create a calculated report: bizntools.com/invoices-payments/expense-report-generator