

Expense Report

Checked example - synthetic entries

Employee

Example Employee

Company

Example Studio

Report reference

ER-001

Report date (YYYY-MM-DD)

2026-10-05

Currency (all amounts)

USD

Report purpose / project

Client workshop

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
2026-10-05	Example Hotel	Hotel for client workshop Lodging / H-01	125.40	E
2026-10-05	Café Example	Lunch during client workshop Meals / L-01	49.85	E
2026-10-05	Example Software	Workshop software paid by company card Software / S-01	60.00	C

Attach receipts separately. Use additional sheets for more entries and total all sheets once.

Gross expenses (E + C + X)	235.25	Employee-paid excluded (X)	0.00
Employee claim (E)	175.25	Cash advance already received	50.00
Company paid (C)	60.00	Balance = Employee claim - Cash advance	
		Pay employee: USD 125.25	

Submitted by / date

Reviewed by / date