

Expense Statement

Employee information

Name

Evelyn Morales

Employee ID

Evelyn Morales #13

Position

9500 N Springboro Pike, Miamisburg, Ohio 45

Department

IT Training

Manager

Pay period

From

To

Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertain.	Misc.	TOTAL
			\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
										-
										-
										-
										-
										-
										-
										-
			\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal										\$ -
Advances										
TOTAL										\$ -

Approved by

Notes

