

WEEKLY EXPENSE REPORT TEMPLATE

WEEK STARTING DATE	WEEK ENDING DATE	PURPOSE Description and business activity of Project Name
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SUBMITTED BY				SUBMITTED TO			
NAME	TITLE	DEPARTMENT	PHONE	EMPLOYEE ID	MANAGER	MANAGER TITLE	PHONE
Ben D	Sales Associate	Sales	000-0000-0000	0004	Neil V	Sales Associate	000-0000-0000

EXPENSES PAID BY EMPLOYEE

WEEKDAY	RELEASE	RELEASE DATE	RELEASE TOTAL	AMT PAID	TRANSPORTATION (car)	RENTAL VEHICLE	LEASING	MEALS & TRIP	SUPPLIES	TRAINING	ENTERTAINMENT	OTHER	TOTAL
SUNDAY	40	40 10/01	\$ 22.00	\$ --	\$ --	\$ 200.00	\$ 700.00	\$ 75.00	\$ --	\$ 20.00	\$ --	\$ --	\$ 995.00
MONDAY	40	40 10/02	\$ 22.00	\$ --	\$ --	\$ 200.00	\$ 700.00	\$ 75.00	\$ 20.00	\$ --	\$ --	\$ --	\$ 995.00
TUESDAY	0	40 10/03	\$ --	\$ 100.00	\$ 20.00	\$ --	\$ 200.00	\$ 100.00	\$ --	\$ --	\$ 20.00	\$ --	\$ 340.00
WEDNESDAY	40	40 10/04	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
THURSDAY	40	40 10/05	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
FRIDAY	40	40 10/06	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
SATURDAY	40	40 10/07	\$ 22.00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 22.00
TOTALS	200		\$ 67.00	\$ 100.00	\$ 20.00	\$ 400.00	\$ 1,400.00	\$ 295.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ --	\$ 2,125.00
												SUBTOTAL	\$ 2,125.00
												ADJUSTMENTS	
												TOTAL REIMBURSEMENT	\$ 2,125.00

*DON'T FORGET TO ATTACH ALL RECEIPTS!

EXPENSES PAID WITH COMPANY FUNDS

WEEKDAY	RELEASE	RELEASE DATE	RELEASE TOTAL	AMT PAID	TRANSPORTATION (car)	RENTAL VEHICLE	LEASING	MEALS & TRIP	SUPPLIES	TRAINING	ENTERTAINMENT	OTHER	TOTAL
SUNDAY	40	40 10/01	\$ 22.00	\$ --	\$ --	\$ 200.00	\$ 700.00	\$ 75.00	\$ --	\$ 20.00	\$ --	\$ --	\$ 995.00
MONDAY	40	40 10/02	\$ 22.00	\$ --	\$ --	\$ 200.00	\$ 700.00	\$ 75.00	\$ 20.00	\$ --	\$ --	\$ --	\$ 995.00
TUESDAY	0	40 10/03	\$ --	\$ 100.00	\$ 20.00	\$ --	\$ 200.00	\$ 100.00	\$ --	\$ --	\$ 20.00	\$ --	\$ 340.00
WEDNESDAY	40	40 10/04	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
THURSDAY	40	40 10/05	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 40.00	\$ 40.00
FRIDAY	40	40 10/06	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
SATURDAY	40	40 10/07	\$ 22.00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 22.00
TOTALS	200		\$ 67.00	\$ 100.00	\$ 20.00	\$ 400.00	\$ 1,400.00	\$ 295.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 40.00	\$ 2,175.00
												SUBTOTAL	\$ 2,175.00

*DON'T FORGET TO ATTACH ALL RECEIPTS!

LIMITED EXPENSES OR DESCRIPTION OF "O-S-B"

DATE	DESCRIPTION	AMOUNT
10/01/00	Business class registration	\$ 40.00
		\$ --
		\$ --
		\$ --
		\$ 0

DATE	DESCRIPTION	AMOUNT
		\$ --
		\$ --
		\$ --
		\$ 0

ADDITIONAL NOTES - FOR OFFICE USE ONLY

APPROVAL		
REQUESTOR	SIGNATURE	DATE
Ben D		10/01/00
APPROVER	SIGNATURE	DATE
Neil V		10/01/00

Expense Report

**University of Michigan. Survey
Research Center**



Expense Report:

Hearings United States. Congress Senate,1939 Violations of Free Speech and Assembly and Interference with Rights of Labor United States. Congress. Senate. Committee on Education and Labor,1936 **Violations of Free Speech and Rights of Labor** United States. Congress. Senate. Committee on Education and Labor,1939 **How to Pad Your Expense Report... and Get Away with It** Employee X,2003 *The ABCs of Workflow for E-Business Suite Release 11i and Release 12* Karen Brownfield,Susan Behn,Gerald Jones,2008-04-08 Workflow is Oracle s E Business Suite tool for modeling business processes Workflow combines procedures performed by the computer with a system of notifications that allow humans to better direct the computer how to proceed This book provides a very thorough explanation of the various components of Workflow You ll learn step by step how to develop and test custom Workflows and how to administer Workflow using OAM the Workflow Management screens and Oracle Diagnostics This book also explains how the underlying tables store the data generated by Workflow and how to perform the setups required for a few of the most commonly used Oracle Workflows The book also includes SQL scripts and sample procedures that we use at Solution Beacon to assess and solve Workflow problems as well as DBA topics like cloning considerations and partitioning Workflow objects **Principles of Auditing** John Raymond Wildman,1916 Journal of the Common Council of the City of Schenectady ,1894 **How to Plan, Develop, and Implement Lotus Notes in Your Organization** Mike Falkner,1996-02-16 This unique one stop guide is tailor made for managers developers and visionaries who want to know more about Lotus Notes r and what it takes to implement it into their organizations You ll discover the best way to deploy groupware applications and learn how the features and capabilities of Lotus Notes r can help you change your company for the better Notes consultant Mike Falkner takes you step by step through all of the technical organizational and user related issues you will face and helps you Build a case for Notes through a complete proposal to top management Acquire the infrastructure you ll need to develop and maintain a Notes environment Avoid obstacles that can cripple a Notes installation Walk through the complete development cycle of a Notes database with numerous examples of do s and don ts Oversee the system once it s installed What s on the CD 50 ready to use databases including budgeting data warehousing sales lead tracking human resources project management and many more Fully functional accounting software demo and Notes databases from Great Plains Software let you try out Dynamics the 1995 PC Magazine Editor s Choice for best Windows based accounting software and the Dynamics Integration Manager a Beacon Award Winner at LotusSphere 95 Databases operate with both versions 3 X and 4 0 Motor Truck Journal ,1930 **Interviewer's Manual** University of Michigan. Survey Research Center,1969 **Our Boys** ,1907 **California. Court of Appeal (1st Appellate District). Records and Briefs** California (State)., The Iron Age ,1929 **The Messenger** ,1920 **Business Administration** Carl Copeland Parsons,1909 Transit Journal ,1918 *Spectator [Philadelphia]. An American Review of Insurance* ,1906 **Dry Goods Merchants Trade Journal** ,1926 Engineering and Contracting

,1910 Motor World Wholesale ,1921

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