

Expense report — blank form

Use one row per expense. Reimbursable status follows your own organization's policy.

Name / team

Report period

Project / client

Date	Category	Vendor	Description	Paid with	Amount	Reimb.?	Receipt?	Project	Status	Notes

Total expenses:

Reimbursable:

Non-reimbursable:

Attach or retain receipts according to your own policy. This form does not decide tax or reimbursement eligibility.