

Expense report — fictional example

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
09/01/26	Travel	Sample Rail	Return ticket	Personal	\$84.25	Yes	Yes	Event	Submitted	Example
09/02/26	Meals	Sample Cafe	Team lunch	Company	\$42.50	No	Yes	Event	Reviewed	Example
09/03/26	Supplies	Sample Stationery	Name cards	Personal	\$18.75	Yes	No	Event	Pending	Example

Total expenses: \$145.50

Reimbursable: \$103.00

Non-reimbursable: \$42.50

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