# EXPENSE REPORT

| DATE | VENDOR | FLIGHT | HOTEL | TRANSPORT | MEALS | OFFICE SUPPLIES | OTHER | TOTAL |
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| **TOTALS** | | | | | | | | |

***PLEASE INCLUDE RECEIPTS FOR ALL ABOVE EXPENSES***

| EMPLOYEE NAME | SUBMITTAL DATE |
|---|---|
| | 6/7/13 |

SUBMIT

PRINT