

PROJECT MANAGEMENT DOCS

Free Project Management Templates

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121 Main Street
 Anywhere, MD 21112
 800-555-1212

EXPENSE REPORT

Name Joe Traveler
 Destination Los Angeles, CA
 Departure Date August 2, 2016
 Return Date August 12, 2016

Expense (Please Provide Receipts for All Purchases)	Expense Date	Amount
Taxi Fare	08/04/16	\$22.00
Hotel (3 days)	08/04/16	\$628.52
Total Expenses		\$650.52

Company Paid (Credit Card Statements / Cash Advances) (Please Provide Receipts - If Applicable)	Statement/ Advance Date	Amount (USD)
Cash Advance	08/01/16	\$500.00
Total Paid by Company		\$500.00
Total Due to/from Employee		\$150.52

Signatures

Submitted By Date

Approved By Date

Approved By Date

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EXPENSE REPORT

Name John Doe
Destination Shenzhen, China
Departure Date August 2, 2016
Return Date August 12, 2016

Foreign Currency RMB
Home Currency USD

Expense	Expense Date	Amount (RMB)
(Please Provide Receipts for All Purchases)		
Air Conditioner	08/04/16	3,990.00
Office Furniture	08/04/16	8,000.00
Computer Accessories	08/07/16	194.00
Power Adapter	08/07/16	86.80
Crystal Order	08/10/16	15,980.00
Total Expenses		28,250.80

Employee Personal Funds Exchanged Abroad	Date	Amount (USD)	Exchange Rate	Amount (RMB)
(Please Provide Exchange Receipts)				
ATM Withdrawal	08/11/16	\$396.17	7.5725	3000.00
				0.00
				0.00
				0.00
				0.00
Total Exchanged by Employee		\$396.17		3,000.00

Company Paid (Credit Card Statements / Cash Advances)	Statement/Advance Date	Amount (USD)	Exchange Rate	Amount (RMB)
(Please Provide Receipts - If Applicable)				
Cash Advance	08/01/16	\$3,000.00	7.4988	22496.40
ATM Withdrawal		\$396.17	7.5725	3000.00
Total Paid by Company		\$3,396.17		25,496.40
Total Due to/from Employee (RMB)				2,754.40
Reimbursement Exchange Rate				7.5725
Total Due to/from Employee (USD)				\$363.74

Signatures

Submitted By _____ Date _____

Approved By _____ Date _____

Approved By _____ Date _____