**Annual Expense Report Format**

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| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Employee ID: |  | Department: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH** | **AIR & TRANS.** | **LODGING** | **FUEL / MLG.** | **PHONE** | **MEALS & TIPS** | **ENT.** | **OTHER** | **TOTAL** |
| **JANUARY** |  |  |  |  |  |  |  | $- |
| **FEBRUARY** |  |  |  |  |  |  |  | $- |
| **MARCH** |  |  |  |  |  |  |  | $- |
| **Q1 TOTAL** |  |  |  |  |  |  |  | $- |
| **APRIL** |  |  |  |  |  |  |  | $- |
| **MAY** |  |  |  |  |  |  |  | $- |
| **JUNE** |  |  |  |  |  |  |  | $- |
| **Q2 TOTAL** |  |  |  |  |  |  |  | $- |
| **JULY** |  |  |  |  |  |  |  | $- |
| **AUGUST** |  |  |  |  |  |  |  | $- |
| **SEPTEMBER** |  |  |  |  |  |  |  | $- |
| **Q3 TOTAL** |  |  |  |  |  |  |  | $- |
| **OCTOBER** |  |  |  |  |  |  |  | $- |
| **NOVEMBER** |  |  |  |  |  |  |  | $- |
| **DECEMBER** |  |  |  |  |  |  |  | $- |
| **Q4 TOTAL** |  |  |  |  |  |  |  | $- |
|  | $- | $- | $- | $- | $- | $- | $- | $- |

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| **ADDITIONAL COMMENTS** |
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|  |  |  |  | |  |
| NAME |  | SIGNATURE |  | DATE | |