

Expense Report

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Employee name

Department

Approver

Period from

Period to

Business purpose

Date	Description	Category	Miles	Amount (\$)	Receipt

Categories: Airfare · Lodging · Meals · Ground transportation · Mileage · Client entertainment · Office supplies · Other
Mileage: miles × rate. 2026 IRS business rate: 72.5¢/mile Jan 1–Jun 30; 76¢/mile from Jul 1 (or your company rate).
Attach receipts as your policy requires.

Total expenses	
Less cash advance	
Due to employee	

Employee signature / date

Approver signature / date