

▪ [myCompany] ▪  
[myStreet]  
[myCity], [myState] [myZip]  
[myPhone]

## EXPENSE REPORT

*Invoice number:* [number] *Invoice Date:* [today]

<b>Date</b>	<b>Amount</b>	<b>Description</b>
[date]	[amount]	[description]