

Expense Report

Expense Report

Use the sheet icon at the far right to create your own copy of this sheet. Do not make changes to this sheet.

Company Name:

Employee Name:

Detailed Expenses

Transportation

Miles Driven
Reimbursement
Parking and Tolls
Auto Rental
Taxi / Limo
Other (Rail or Bus)
Airfare
Totals

Lodging

Lodging
Other
Totals

Food

Breakfast
Lunch
Dinner
Other
Totals

Miscellaneous

Supplies / Equipment
Phone, Fax
Entertainment
Other
Other
Other
Totals

Detailed Entertainment Record

Date

Expense Report

Summary of Expenses

Total Expenses

Less Cash Advance

Less Company Charges

Amount Due to Employee

Amount Due to Company

Trip Purpose:

Expense Report

Period Ending: 35252

Mileage Rate: 0.32

#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	Totals
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#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	Totals
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#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	Totals
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#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?	Totals
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Place Name & Location

Business Purpose

Amount

Expense Report

#VALUE!

Prepared By:

Date:

#VALUE!

Approved By:

Date:

Variables

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Bold items are referenced to duplicate strings

Table Sheet Strings

RangeNames Strings

T_1	Expense Report
T_2	Company Name:
T_3	Employee Name:
T_4	Period Ending:
T_5	Detailed Expenses
T_6	Transportation
T_7	Miles Driven
T_8	Reimbursement
T_9	Parking and Tolls
T_10	Auto Rental
T_11	Taxi / Limo
T_12	Other (Rail or Bus)
T_13	Airfare
T_14	Totals
T_15	Lodging
T_16	Other
T_17	Food
T_18	Breakfast
T_19	Lunch
T_20	Dinner
T_21	Miscellaneous
T_22	Supplies / Equipment
T_23	Phone, Fax
T_24	Entertainment
T_25	Detailed Entertainment Record
T_26	Date
T_27	Place Name & Location
T_28	Business Purpose
T_29	Amount
T_30	Summary of Expenses
T_31	Total Expenses
T_32	Less Cash Advance
T_33	Less Company Charges
T_34	Amount Due to Employee
T_35	Amount Due to Company
T_36	Prepared By:
T_37	Trip Purpose:
T_38	Date:
T_40	Use the sheet icon at the far right to create your own copy of this sheet. Do not make c
T_41	Totals
T_42	Mileage Rate:
T_43	Expenses
T_44	Approved By:

Sheet names must be in order

Strings

Sheet Strings

RangeNames Strings

%S_1	Expense Report
%S_2	WorkArea
%S_3	Strings
%S_4	Scripts

Range Strings

RangeNames Strings

%R_7	%Sheet_Count
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FileInfo Strings

RangeNames Strings

%D_1	SmartMasters
%D_2	Create an Expense Report
%D_3	Track your weekly expenses with this handy tool.

Strings

changes to this sheet.