

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 |
|--------|--------|--------|--------|--------|--------|--------|--------|

| | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|--------|
| #NAME? | #NAME? | #NAME? | #NAME? | #NAME? | #NAME? | #NAME? | Totals |
|--------|--------|--------|--------|--------|--------|--------|--------|

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|--------|--------|--------|--------|--------|--------|--------|--------|
| #NAME? | #NAME? | #NAME? | #NAME? | #NAME? | #NAME? | #NAME? | Totals |
|--------|--------|--------|--------|--------|--------|--------|--------|

| | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|--------|
| #NAME? | #NAME? | #NAME? | #NAME? | #NAME? | #NAME? | #NAME? | Totals |
|--------|--------|--------|--------|--------|--------|--------|--------|

Place Name & Location

Business Purpose

Amount

Expense Report

#VALUE!

Prepared By:

Date:

#VALUE!

Approved By:

Date:

Variables

| | | |
|------------|---|-------------------|
| %Sheet_Cou | 0 | : version counter |
|------------|---|-------------------|

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 |
|------|--------------|

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.