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Monthly Expense Report Template

MONTHLY EXPENSE REPORT - Walden Gerris Advertising

PAY PERIOD: 09.15.2024 - 09.30.2024

EMPLOYEE NAME:	Melanie Rodrigues	DEPARTMENT:	Sales
EMPLOYEE ID:	#89183901	MANAGER:	Janet Brooks

DATE	DESCRIPTION	AIR / TRANS.	LODGING	FUEL	MEALS	ENTERTAINMENT	OTHER*	TOTAL
09.16.2024	Tech Conference in Seattle	\$230.00	\$300.00	\$60.00	\$180.00	\$60.00		\$830.00
09.21.2024	Client Meeting			\$20.00	\$110.00			\$130.00
09.28.2024	Client Meeting			\$15.00	\$130.00			\$145.00
09.28.2024	Sales Strategy Course						\$140.00	\$140.00
SUBTOTAL								\$1,245.00
ADVANCES								\$400.00
TOTAL REIMBURSEMENT								\$1,645.00

Please attach all receipts of expenses.



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Date	Description	AIR/TRANS	LODGING	FUEL	MEALS	ENTERTAINEMENT	Other	Total

TOTAL REIMBURSEMENT

Please attach all receipts of expenses.