

EXPENSE REPORT

Name: [Who spent the money]
Period: [Week or month — MM/DD to MM/DD/YYYY]
Paid with: [Company card · own money, to be reimbursed]

One line per receipt. The categories are the same lines as the profit and loss statement, so a month of these adds straight into it.

1. Expenses

DATE	PAID TO	WHAT FOR	CATEGORY	JOB	AMOUNT	RECEIPT?

2. Total

Categories: Materials · Fuel and vehicle · Tools and equipment · Supplies · Parking and tolls · Meals while traveling · Advertising · Phone and software · Other. Staple or photograph the receipts.

Total this report: _____
Of which to reimburse: _____

Submitted by

Name: _____
Signature: _____
Date: _____

Approved by

Name: _____

Signature: _____

Date: _____

Free template from zarla.com/guides/profit-and-loss-template. Replace every [bracketed] line and delete what you don't need. Zarla has invoicing, not bookkeeping: the invoice tool gives you the income lines (what you billed, what's been paid) and your accountant or bookkeeping software does the rest. zarla.com/features/invoice-generator