



Sample Organization
 555 Main Street
 Atlanta, GA 30338

Expense Report

DATE RANGE :: FROM : 7/1/2010
 TO : 7/31/2010

EMPLOYEE INFORMATION ::

IRS Mileage Rate : \$0.58

NAME : Ben Habeck
 PHONE : 678-287-1090

ADDRESS : 6055 Southard Trace
 CITY, ST, ZIP : Cumming, GA 30040

Date	Account	Vendor	Description	Amount
7/31/10	Cell Phone	AT&T	July cell phone bill	\$150.00
7/15/10	Supplies	Office Max	Purchase paper and pens	\$28.99
7/8/10	Mileage	Drove to pick up SPD supplies	50 miles	\$25.00

APPROVED : _____
 DATE : _____

Subtotal : \$203.99
 Advance : _____
 Total : \$203.99