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| **BUSINESS EXPENSE REPORT** | | | | | | | | |
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|  |  |  |  |  |  |  |  |  |
| Purpose: | |  | |  | **Company Name** | |  |  |
| Name: | |  | |  | Primary Business Address | | |  |
| Employee Id: | |  | |  | Address 1 | |  |  |
| Department: | |  | |  | Phone:46550-23000 | |  |  |
| Manager: | |  | |  | Fax: 555-555-5555 | |  |  |
|  |  |  |  |  | Email:XYZ@example.com | | |  |
|  |  |  |  |  |  |  |  |  |
| Date | Description | | Transportation | | Lodging | Meals | Other | Total |
|  |  | |  | |  |  |  |  |
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|  |  | |  | |  |  |  |  |
|  |  |  |  |  | **Subtotal** | | | $0.00 |
|  |  |  |  |  | **Less cash advanced** | | | $0.00 |
|  |  |  |  |  | **Total owned to you** | | | $0.00 |
|  |  |  |  |  | **Total Due** | | | **$0.00** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Date | Persons Reason | | Title | Business Purpose | | Name of the Place | | Total |
|  |  | |  |  | |  | |  |
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|  |  |  |  |  |  | **Total** | | **$0.00** |
|  |  |  |  |  |  |