Expense Report

Employee / name: _______________ Period: _____________ Currency: _______

Date	Category	Description	Amount	Reimbursable	Billable	Notes
2026-07-06	Travel	Client visit - train ticket	84.00	Yes	Yes	
2026-07-06	Meals	Lunch with client	38.50	Yes	Yes	
2026-07-07	Software	Design software - monthly	22.00	Yes	No	
Total						

Enter each expense on its own row. The reimbursable total sums expenses marked reimbursable; the billable total sums those you can charge to a client.