

RELYCO

100 Main Street, Ste 222
Dover, NH 03820

Phone: 800-777-7359
Fax: 603-742-9993
E-mail: info@relyco.com
www.relyco.com



Expense Report

Employee:
Department:
From:
To:

Purpose of expense:

Date	Description	Transportation/Mileage	Lodging	Meals	Other	Total
<i>Column Totals</i>						
						<i>Subtotal</i>
						<i>Less cash advanced</i>
						<i>Total owed to you</i>
						<i>Total due</i>

Employee signature: _____

Date:

Approved by: _____

Date:

Date	Person(s) Entertained	Title	Business Purpose	Name of Place	Total
<i>Total</i>					

Receipts must be attached to expense form.