**ANNUAL EXPENSE REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Title:** |   |
| **Employee ID:** |  | **Department:** |   |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH** | **AIR**  | **LODGING** | **FUEL** | **PHONE** | **MEALS**  | **ENT.** | **OTHER** | **TOTAL** |
| **JANUARY** |   |   |   |   |   |   |   |  $-  |
| **FEBRUARY** |   |   |   |   |   |   |   |  $-  |
| **MARCH** |   |   |   |   |   |   |   |  $-  |
| **Q1 TOTAL** |   |   |   |   |   |   |   |  $-  |
| **APRIL** |   |   |   |   |   |   |   |  $-  |
| **MAY** |   |   |   |   |   |   |   |  $-  |
| **JUNE** |   |   |   |   |   |   |   |  $-  |
| **Q2 TOTAL** |   |   |   |   |   |   |   |  $-  |
| **JULY** |   |   |   |   |   |   |   |  $-  |
| **AUGUST** |   |   |   |   |   |   |   |  $-  |
| **SEPTEMBER** |   |   |   |   |   |   |   |  $-  |
| **Q3 TOTAL** |   |   |   |   |   |   |   |  $-  |
| **OCTOBER** |   |   |   |   |   |   |   |  $-  |
| **NOVEMBER** |   |   |   |   |   |   |   |  $-  |
| **DECEMBER** |   |   |   |   |   |   |   |  $-  |
| **Q4 TOTAL** |   |   |   |   |   |   |   |  $-  |