Expense Report

Name	Department/Group	Office Location	Phone	Extension	Date				

Expense Date	Description	Expense Code	miles/kms	Amount	Exchange Rate (if applicable)	Total	Currency	Customer	Event/Activity
15-Jun-16	Conference fees etc	9		$ 150.00	1.20	$ 180.00			
15-Jun-16	Accommodation	1		$ 230.00	1.20	$ 276.00			
15-Jun-16	Travel (flight, cab, car rental, etc.	2		$ 630.00	1.00	$ 630.00			
				$ -	1.00	$ -			
				$ -	1.00	$ -			
				$ -	1.00	$ -			
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				$ -	1.00	$ -			
				$ -	1.00	$ -			
I certify that the above entries are correct and accurately reflect my expenses for this time					Total: $	$1,086.00			