

# Sample Expense Report

## Reporting Period

Starting Date	Ending Date	Name of Employee

## Expense Details (Examples)

Date	Type of Expense	Vendor	Amount	Business Purpose of Expense
	<b>Business Meal</b>	(Name of restaurant)	\$-	<i>(Lunch with Chairman of Finance (name) to discuss next year budget)</i>
	<b>Lodging</b>	(Name of hotel)	\$-	<i>(Lodging at TBC annual convention in Jackson)</i>
	<b>Office Supplies</b>	(Name of store)	\$-	<i>(Binders for church office)</i>
	<b>Business Meal</b>	(Name of restaurant)	\$-	<i>(Met with prospective church member (name) to discuss church membership)</i>
	<b>Parking</b>	(Name)	\$-	<i>(Parking fee at convention center in Jackson for TBC convention)</i>
	<b>Technology</b>	(Name of vendor)	\$-	<i>(Website subscription for reporting)</i>
	<b>Meal-Lunch</b>	(Name of restaurant)	\$-	<i>(Met with staff (name) for annual review)</i>
	<b>Ministry supplies</b>	(Name of vendor)	\$-	<i>(Supplies for Vacation Bible School)</i>
			\$-	
			\$-	
			\$-	
<b>Total Expenses</b>			<b>\$-</b>	