

EXPENSE REPORT

ERP System Integrated Document

ERP Document ID:
Status:

Employee Name		Report Date	
Employee ID		Department	
Cost Center		Manager / Approver	
Project Code		GL Account	

DATE	EXPENSE CATEGORY	DESCRIPTION / BUSINESS PURPOSE	MERCHANT / VENDOR	COST CENTER	TAX AMOUNT	TOTAL AMOUNT	RECEIPT

Subtotal	
Total Tax	
Grand Total	

ERP APPROVAL WORKFLOW ROUTING

EMPLOYEE / CLAIMANT SIGNATURE

Signature Date

MANAGER AUTHORIZATION

Signature Date

FINANCE / ERP VERIFICATION

Signature Date