

PR and Media Relations Expense Report



EMPLOYEE NAME _____

DEPARTMENT / TEAM _____

REPORT DATE _____

CAMPAIGN / PROJECT NAME _____

DATE	PR CATEGORY	DESCRIPTION / VENDOR / PURPOSE	REFERENCE / RECEIPT #	AMOUNT
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		▼		
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		▼		

SUBTOTAL _____

TAX / OTHER _____

GRAND TOTAL

EMPLOYEE SIGNATURE / DATE _____

AUTHORIZED APPROVER SIGNATURE / DATE _____