

ANNUAL EXPENSE ACCOUNT

Summary Statement

EMPLOYEE NAME
FISCAL YEAR
DEPARTMENT
EMPLOYEE ID
MANAGER / APPROVER
ACCOUNT CODE

EXPENSE CATEGORY	Q1	Q2	Q3	Q4	TOTAL
Travel & Lodging					
Meals & Entertainment					
Office Supplies & Equip.					
Telecommunications					
Software & Subscriptions					
Training & Professional Dev.					
Miscellaneous					
Total Expenses					

Total Annual Expenses

Less: Advances Received

Net Remaining Balance

EMPLOYEE SIGNATURE DATE

AUTHORIZED APPROVAL SIGNATURE DATE