

# EXPENSES REPORT

MONTH..... YEAR...20.....

NAME.....

Page.....of.....

SIGNATURE.....

PH: 0498 757 292

**CLIENT AUTHORISATION**.....



**DUE ON OR BEFORE LAST DAY OF THE MONTH**

EMAIL: admin@euroex.com.au

Date	Details	Meals	Accom	Travel (taxi, bus, plane)	Fuel & Oil	Other vehicle exps	Field Consumables	Other	Details	Total Expense	Client and Project		
<b>TOTALS</b>		\$	\$	\$	\$	\$	\$	\$		\$	<b>Office Use Only</b>		
<b>LESS: CASH ADVANCES/BALANCE BROUGHT FORWARD ETC</b>										\$	Method	Date	Trans#
<b>AMOUNT OWED TO EURO - RETURNED / CARRIED FORWARD / DEDUCTED FROM WAGES (please circle method)</b>										\$			
<b>AMOUNT OWED BY EURO (PAID TO EMPLOYEE ELECTRONICLY)</b>										\$			

**PLEASE ENSURE THAT ALL SUPPORTING DOCUMENTS ARE ATTACHED**