**ANNUAL EXPENSE REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Title:** |  |
| **Employee ID:** |  | **Department:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH** | **AIR** | **LODGING** | **FUEL** | **PHONE** | **MEALS** | **ENT.** | **OTHER** | **TOTAL** |
| **JANUARY** |  |  |  |  |  |  |  | $- |
| **FEBRUARY** |  |  |  |  |  |  |  | $- |
| **MARCH** |  |  |  |  |  |  |  | $- |
| **Q1 TOTAL** |  |  |  |  |  |  |  | $- |
| **APRIL** |  |  |  |  |  |  |  | $- |
| **MAY** |  |  |  |  |  |  |  | $- |
| **JUNE** |  |  |  |  |  |  |  | $- |
| **Q2 TOTAL** |  |  |  |  |  |  |  | $- |
| **JULY** |  |  |  |  |  |  |  | $- |
| **AUGUST** |  |  |  |  |  |  |  | $- |
| **SEPTEMBER** |  |  |  |  |  |  |  | $- |
| **Q3 TOTAL** |  |  |  |  |  |  |  | $- |
| **OCTOBER** |  |  |  |  |  |  |  | $- |
| **NOVEMBER** |  |  |  |  |  |  |  | $- |
| **DECEMBER** |  |  |  |  |  |  |  | $- |
| **Q4 TOTAL** |  |  |  |  |  |  |  | $- |