Employee expense report

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Attach a receipt for every line (the IRS expects one for lodging and for any other expense of $75 or more). Submit within 60 days of the expense. Mileage: 2026 IRS rate 72.5¢/mile Jan–Jun, 76¢/mile Jul–Dec. UK: 55p/mile for the first 10,000 miles from 6 April 2026, then 25p.

Employee name		**Employee ID**	
Department		**Manager / approver**	
Period		**Purpose of expenses**	

Date	Expense type	Description and business purpose	Client / project	Amount ($)	Receipt Y/N
			Total expenses		
			Less cash advance		
			Amount owed to employee		

Employee signature and date

Approver signature and date

Finance: paid on (date) and method

Employee expense report

Filled-in example (sample data)

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Employee name	Jordan Lee	**Employee ID**	E-0142
Department	Client Services	**Manager / approver**	Sam Patel
Period	1–7 Nov 2026	**Purpose of expenses**	Client onboarding visit

Date	Expense type	Description and business purpose	Client / project	Amount ($)	Receipt Y/N
03 Nov	Mileage	Office to client site and back, 120 mi × $0.76	Acme Ltd	91.20	Y
03 Nov	Parking	Client site parking	Acme Ltd	18.00	Y
03 Nov	Meals	Client lunch, 2 people, onboarding plan	Acme Ltd	64.50	Y
04 Nov	Lodging	Hotel, 1 night	Acme Ltd	149.00	Y
04 Nov	Meals	Dinner while travelling	Acme Ltd	32.40	Y
05 Nov	Supplies	Printed workshop handouts	Acme Ltd	24.99	Y
			Total expenses	**380.09**	
			Less cash advance	**200.00**	
			Amount owed to employee	**180.09**	

Employee signature and date

Approver signature and date

Finance: paid on (date) and method