# Expense Report

**Purpose:** This document is intended to log and categorize business or personal expenses. It is commonly used for reimbursement by employers or for organizing data during tax preparation. Please review all information before submission to ensure accuracy.

## Report Details

**Submitted By:** {name}

**Department:** {department}

**Reporting Period:** {reportingPeriod}

**Submission Date:** {submissionDate}

## Summary

|  |  |
| --- | --- |
| **Category** | **Total Amount** |
| {#summary}{category} | {totalAmount}{/summary} |

## Expense Breakdown

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Description** | **Category** | **Amount** | **Payment Method** |
| {#expenses}{date} | {description} | {category} | {amount} | {paymentMethod}{/expenses} |

## Reimbursement

{#isReimbursable}**This report includes expenses eligible for reimbursement.**{/isReimbursable}

{^isReimbursable}**This report does not include any reimbursable expenses.**{/isReimbursable}

## Additional Notes

{notes}

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: {signatureDate}