

Goggle, Inc

1600 Coliseum Road
Hill View, CA 12345
(123) 456-7890

Expense Report

02/17/2019 - 02/19/2019

Name Peter Python	Employee ID #111111	Department Ministry of Silly Walks
Manager Eric Praline	Purpose Holy Grail Quest	

Date	Category	Description	Notes	Amount
2/17	Flight	Flight #345		\$480.00
2/17	Hotel	Camelot Inn & Suites		\$375.00

\$855.00

Signature

Date