

MUHIMBI EXPENSE REPORT



Report Date:	Expense Code:	Start Date:	End Date:
<input type="text" value="27/10/2012"/>	<input type="text" value="EC1"/>	<input type="text" value="27/10/2012"/>	<input type="text" value="27/10/2012"/>
Business Purpose:			
<input type="text" value="Important Business Trip"/>			

Employee Information

Name:	Title:
<input type="text" value="Theo Tester"/>	<input type="text" value="Load Tester"/>
Department:	ID Number:
<input type="text" value="QA"/>	<input type="text" value="LT1"/>
E-mail Address:	
<input type="text" value="T.Tester@Muhimbi.com"/>	

Manager Information

Name:	E-mail Address:
<input type="text" value="Manny Manager"/>	<input type="text" value="m.manager@muhimbi.com"/>

Itemized Expenses

Date	Description	Attached receipts	Cost	
<input type="text" value="27/10/2012"/>	<input type="text" value="Flights"/>	<input type="text" value="File Attachment"/>	<input type="text" value="299.00"/>	
<input type="text" value="27/10/2012"/>	<input type="text" value="Hotel"/>	<input type="text" value="File Attachment"/>	<input type="text" value="150.00"/>	
Subtotal			<input type="text" value="449.00"/>	
Less cash advance			<input type="text" value="0.00"/>	
Total expenses			<input type="text" value="449.00"/>	

Item Details