[Organization]

**Expense Report**

Employee Name:

Program:

What is the purpose of this expense?

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| --- | --- | --- |
| **Expense Date** | **Expense Description** | **Expense Amount** |
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Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Please note: mileage rate as 1/1/2019 is* ***58*** *cents*