

Simple Weekly Expense Report Form Sample

This **simple weekly expense report form** sample allows individuals and businesses to efficiently track their weekly expenditures with clear categorization. Designed for ease of use, it helps maintain accurate financial records and supports budget management. Utilizing this form ensures timely and organized expense reporting, enhancing overall financial oversight.

Employee Information

Name		Department	
Week Starting		Week Ending	

Expense Details

Date	Description	Category	Amount (\$)	Receipt Attached
		Travel		<input type="checkbox"/>
		Travel		<input type="checkbox"/>
		Travel		<input type="checkbox"/>
Total				

Approval

Prepared By		Date	
Approved By		Date	

* Please attach all relevant receipts and supporting documents to this form.