

# 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"/>
<b>Total</b>				

## Approval

Prepared By	Date
Approved By	Date

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