

Simple Expense Form Sample Excel for Small Businesses

This **simple expense form** sample Excel template is designed to help small businesses efficiently track and manage their daily expenses. It offers an easy-to-use layout that ensures accurate financial record-keeping while saving time. Ideal for small business owners seeking straightforward expense monitoring tools.

Sample Expense Form

Date	Expense Category	Description	Amount	Paid By	Approved By
2024-06-01	Office Supplies	Printer ink cartridge	\$45.00	Jane Smith	Michael Lee
2024-06-02	Travel	Taxi to client meeting	\$18.50	Tom Brown	Emma Wilson
2024-06-03	Meals	Lunch with client	\$36.00	Jane Smith	Michael Lee
Total			\$99.50		

Tip: Download this as an Excel template and customize it according to your business needs.