

Sample Expense Report

A-Company, Inc.
Irvine, CA 92618
949-916-7700

RECEIPT

DATE	CONTACT	USER LAST NAME	USER FIRST NAME
4/1/2013	Joe Bleaux	Smith	John

QUANTITY	DESCRIPTION	UNIT PRICE	ACCOUNT CODE
1	Hotel	550.00	628
1	Car Rental	250.00	628
	Subtotal	800.00	
	Tax	0.00	
	Total	800.00	