



Microsoft Excel Templates

This sample Excel spreadsheet is a standard travel expense report. The spreadsheet is protected and saved as a template to safeguard it from overwriting. Users can only add, edit, or delete information in selected areas. The Total calculations are automatically calculated as a user enters each expense.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1								PURPOSE OF BUSINESS ACTIVITY:				PAGE 1 OF 2			
2	EXPENSE REPORT:	John Doe						-> Flat Project							
3								->							
4	PERIOD COVERED:							->							
5		FROM: 3/10/2003		TO: 3/14/2003				->							
6								->							
7								->							
8	THIS SECTION FOR EXPENSES PAID DIRECTLY BY EMPLOYEE:														
9				←PERSONAL MEALS→			BUS MEAL	←MISCELLANEOUS→							
10	DATE	TRAVEL	LODGING	BRKFST	LUNCH	DINNER	& ENT	TAXI	PHONE	TIPS	OTHER	TOTAL			
11		#40401	#40402	#40403	#40403	#40403	#40404	#40401	#41201	#40405	#40405				
12	03/10/03	340.98	125.00	5.00	8.62	25.45						504.65			
13	03/11/03		125.00	5.00	8.62	31.48		8.25				176.35			
14	03/12/03		125.00	5.00	8.62		175.00					331.62			
15	03/13/03		125.00	5.00	8.62	16.84		8.25				160.51			
16	03/14/03			5.00	8.62			5.40				19.07			
17												0			
18												0			
19												0			
20												0			
21												0			
22												0			
23												0			
24												0			
25												0			
26												0			
27	TOTAL	340.98	500	25	43.1	72.57	175	35.95	0	0	0	1192.2			
28	ENTER PERSONAL MILEAGE IN THE CASH SECTION UNDER PARKING/TRAVEL: INCLUDE ATT. B IF MILEAGE IS OUT OF TOWN														
29	LOCAL TRAVEL FROM:			TO:				MILEAGE:							
30	LOCAL TRAVEL FROM:			TO:				MILEAGE:							
31	LOCAL TRAVEL FROM:			TO:				MILEAGE:							
32	TOTAL PERSONAL MILEAGE -			X 345 -			0								