# Expense Report:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Manager Name: [ManagerName] |  | Period: | From | [StartDate] |
| Department: [Department] |  |  | To | [EndDate] |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Description | Category | Total |
| [0][ExpenseLoop][Date & Time] | [Short Description] | [Category] | [Total][CalculateTotal] |
| [:forEach] |  | Total | **[TotalExpense]** |