

EXPENSE REPORT

Note: This form shall be used for expense reimbursements, petty cash replenishment and liquidation of cash advances.

Please attach original receipts/invoices and any other pertinent documents. Single payment of over P2000 from petty cash is not allowed.

EMPLOYEE IN Name: Charged to:			Dept.: UST-SIMBAHAYAN CD Office CR#			Date Submitted:				
Date	Ref	Description	Transpo	Food	Materials	Repair	Service Fee	Fuel	Others	Total
1										-
2										-
3										-
4										-
5										-
6										-
7										-
8										-
9										-
10										-
11										-
12										-
13										-
14										-
15										-
16										-
17										-
										-
19										-
			-	-	-	-	-	-	-	
Subtotal						-				
APPROVED: Check No. Less- Advances										
Refund(Reimbursement)						-				
Adviser (For University-wide Student Organizations/Councils)										

CD Coordinator (For Faculty/College-based/Councils)

Department Head (For Offices)