



AMERICAN EXPRESS EXPENSE REPORT

AMEX Statement closing date: _____ Today's date: _____

AMEX Holder's Name _____

AMEX Holder's Signature _____

Supervisor's Signature _____

Item #	Date	Expense	Vendor	Detail	Account #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

DEPARTMENT		ACCOUNT TOTALS		APPROVED BY
			total for	
			total for	
			total for	
			total for	
		\$0.00	AMEX GRAND TOTAL	