UNIVERSITY OF THE SOUTHWEST
EXPENSE REPORT

Employee Name: Jane Doe **Date:** March 15 2019

Date incurred	Description	Account Number	Amount
3/10/2019	Amazon Book for College	10-60000-xxxxx	200

			Expense Summary	
Jane Doe	*3/15/2019*		**Total**	200.00
Employee	**Date**			
			Less Advance	
Supervisor	**Date**			
			Amount due to employee	
Sr Administrator	**Date**			
			Amount due from employee	
President	**Date**			