

Expense Report

NEXALYPLANNER | BLANK PRINTABLE FORM | USD example / one currency per form

Reference

Date

Business / department / customer

Reviewer

Purpose / delivery details

Prepared by

Needed by / period end

Currency

Manual review status

Date	Merchant	Business purpose	Category	Paid by	Amount	Eligible	Receipt ref

Review date: _____

Related / payment / PO ref: _____

Fixed entries; this PDF does not calculate or accept typed fields.

Manual review and supporting evidence are still required.

Recorded costs

Employee-paid eligible

Advance

Prior reimbursement

Net reimbursement

Expense Report

NEXALYPLANNER | FILLED FICTIONAL EXAMPLE | USD example / one currency per form

Reference

EXP-2026-0042

Date

2026-10-24

Business / department / customer

Example Workshop

Reviewer

Example Reviewer

Purpose / delivery details

Fictional service visit; policy reviewed manually

Prepared by

Example Employee

Needed by / period end

2026-10-24

Currency

USD

Manual review status

Draft

Date	Merchant	Business purpose	Category	Paid by	Amount	Eligible	Receipt ref
2026-10-23	Example Rail	Service visit travel	Travel	Employee	120	120	R-101
2026-10-23	Example Supply	Job supplies	Supplies	Employee	40	40	R-102
2026-10-23	Example Parking	Service visit parking	Travel	Employee	18	18	R-103
2026-10-23	Example Hotel	Company-paid room	Travel	Company	50	0	R-104

Review date: Not reviewed	Recorded costs	228.00
Related / payment / PO ref: VISIT-42	Employee-paid eligible	178.00
Fixed entries; this PDF does not calculate or accept typed fields.	Advance	60.00
Manual review and supporting evidence are still required.	Prior reimbursement	0.00
	Net reimbursement	118.00