ANNUAL EXPENSE REPORT TEMPLATE

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NAME	TITLE	REPORT TERM	EMPLOYEE ID	SUPERVISOR	DEPARTMENT	SIGNATURE

	------ QUARTER 1 ------			------ QUARTER 2 ------			------ QUARTER 3 ------			------ QUARTER 4 ------			
EXPENSE CATEGORY	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**	**YTD TOTAL**
													$8,435
Housing													
Utilities													
Personal													
Food													
Transportation													
Other													

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