Statement No. 10110

Granite Solutions groupe

P.O. Box 3399 ◆ Diamond Springs, CA 95619 ◆ 888-220-3524 / Fax 888-244-1150
www.GraniteSolutionsGroupe.com

EXPENSE STATEMENT

Employee

Name _____ Emp # _____
SSN _____ Position _____
Department _____ Manager _____

Pay Period

From _____
To _____

Date	Account	Description	Postage	Office Supplies	Fuel	Meals	Phone	Entertain	Other	TOTAL
									Sub Total	
									Subtract Advances	
									TOTAL	

Approved By

Notes

Current mileage reimbursement rate is $ .405

◉ Reimbursement
○ Payment Needed

Office Use Only

Insert Fine Print Here