**Operations Expense Report**

**[Company Name]**[Department: Operations]  
[Office Location: Location]

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Employee ID:** |  |
| **Job Title:** |  | **Report Period:** |  |

**Expense Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Expense Category** | **Description** | **Payment Method** | **Amount (USD)** | **Approved (Yes/No)** |
| 01-Jan-25 | Transportation | Delivery vehicle fuel | Cash | 120 | Yes |
| 03-Jan-25 | Office Supplies | Packaging materials | Card | 85 | Yes |
| 05-Jan-25 | Equipment Maintenance | Machine servicing | Bank Transfer | 250 | Yes |
| 08-Jan-25 | Utilities | Electricity charges | Card | 140 | Yes |
| 10-Jan-25 | Miscellaneous | Emergency repairs | Cash | 60 | Pending |
|  |  |  |  |  |  |

**Excel Formulas**

* **Total Expense Amount:** =[amount]
* *(Optional)* **Approved Expenses Only:** =[amount]

**Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Expenses:** |  | **Total Approved Expenses:** |  |
| **Budget Limit (if applicable):** |  | **Remaining Budget:** |  |

*(Remaining Budget Formula)* =Budget Limit - Total Approved Expenses

**Declaration**

I confirm that the expenses listed above are accurate and were incurred for official operational purposes.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** |  | **Designation:** |  |
| **Signature:** |  | **Date:** |  |