

## Henderson County Employee Expense Report

Employee			Event			
Department			Location			
				<b>ATTACH ALL RECEIPTS</b>		
<b>Date</b>	<b>Description</b>	<b>Tolls/ Mileage</b>	<b>Food</b>	<b>Lodging</b>	<b>Other</b>	<b>Total</b>
Totals						
Accounting use only						
Acct #	\$ Amount			Balance Due Employee		
		Employee Signature		Date		
Total						