## SAITECH CORP EXPENSE SHEET

**Employee name:** 

**Client Location:** 

| Item # | From Date | To Date | Reason for Expense | Amount |
|--------|-----------|---------|--------------------|--------|
|        |           |         |                    |        |
|        |           |         |                    |        |
|        |           |         |                    |        |
|        |           |         |                    |        |
|        |           |         |                    |        |
|        |           |         |                    |        |
|        |           |         |                    |        |

**Total Amount:** 

Signature:\_\_\_\_\_

Approvers Name & Sign:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Process Date & Check #:\_\_\_\_\_