

**DAVIS CONSTRUCTORS & ENGINEERS, INC.  
EXPENSE REPORT**

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\_\_\_\_\_  
Employee Name

Date	Place Name & Location	Business Purpose / Description	Persons Entertained / Business Relationship	Job #	Cost Code	Amount
<b>TOTAL OF EXPENSES</b>						-
<b>REIMBURSEMENT REQUESTED</b>						

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date