**Client Monthly Expense Report**

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| --- | --- | --- |
| **Month:** | **Year:** | **Client:** |
| **Beginning Balance: $** |
|  |
| **Date** | **Amount** | **Place of Expense/Purchase** | **Reason for Expense/Purchase** |
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| **TOTAL** |  |   | **REMAINING BALANCE** |

I confirm that this information is true and correct, and that all receipts (or copies of receipts) are attached.

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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