



Manpower®

**Expense Sheet**  
(for Manpower Associates)

DATE	ITEM DESCRIPTION	COMMENTS	# UNITS	RATE/UNIT	SUB-TOTAL	RECEIPT?	APPROVED?
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no
						yes / no	yes / no

TOTAL

Associate Name: \_\_\_\_\_  
 Associate Signature: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_