Excel Templates Guides, Description, Download and installation.

SMB Employee Expense Register

Employee Expense Claim Register

Created By

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Identifier	Date of Expense	Name of Vendor	Flights	Accommodation	Meals	Car Hire	Taxi/Uber	General Expense	Stationary	Total
EXP01	14/07/2021	Delta	$200.00							$200.00
EXP02	14/07/2021	Hilton		$500.00						$500.00
EXP03	14/07/2021	Hilton Restaurant			$23.00					$23.00
EXP04	15/07/2021	Hertz				$300.00				$300.00
EXP05	16/07/2021	Uber					$44.00			$44.00
EXP06	16/07/2021	Cable Co						$78.00		$78.00
EXP07	17/07/2021	Newsagency							$96.00	$96.00
EXP08										$0.00
EXP09										$0.00
EXP10										$0.00
EXP11	19/07/2021	Delta	$1,500.00							$1,500.00
EXP12	19/07/2021	Laurant Restaurant			$150.00					$150.00
EXP13	20/07/2021	Delta	$250.00							$250.00
EXP14										$0.00
EXP15										$0.00
EXP16										$0.00
EXP17										$0.00
EXP18										$0.00
EXP19										$0.00
EXP20										$0.00
EXP21										$0.00
EXP22										$0.00
EXP23										$0.00
EXP24										$0.00
EXP25										$0.00
EXP26										$0.00
EXP27										$0.00
EXP28										$0.00
EXP29										$0.00
EXP30										$0.00
EXP31										$0.00
EXP32										$0.00
EXP33										$0.00
EXP34										$0.00
EXP35										$0.00
EXP36										$0.00
EXP37										$0.00
EXP38										$0.00
EXP39										$0.00
EXP40										$0.00
EXP41										$0.00
EXP42										$0.00
EXP43										$0.00
EXP44										$0.00
EXP45										$0.00
EXP46										$0.00
EXP47										$0.00
EXP48										$0.00
EXP49										$0.00
EXP50										$0.00
Total			**$1,950.00**	**$500.00**	**$173.00**	**$300.00**	**$44.00**	**$78.00**	**$96.00**	**$3,141.00**

Description

The Employee Expense Reports is typically used by employees of the company to report various business expenses incurred by them out of their pockets. So an Expense Report is a form through which the employees request reimbursement of all the business expenses incurred by them on behalf of the company.

How to Use

ID

Give each Expense a unique ID so that it can be tracked easily

Date

This is the date that the expense was incurred by the employee.

Name of Vendor

This is the name of the Vendor with whom the transaction (expense) was made with.

Flight

Use this column to enter cost details of any Flights taken.

Accommodation

Use this column to enter cost details of any Accommodation.

Meals

Use this column to enter cost details of any Meals.

Car Hire

Use this column to enter cost details of any Car Hire.

Taxi/Uber

Use this column to enter cost details of any Taxi or Uber rides.

General Expenses

Use this column to enter cost details of any expenses that do not fall under the other headings. E.g. Purchase of headphones for Teams calls

How to install the Excel .xlam file (Add-in)

1. Save Add-in to Computer

   a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E.g., My Documents\PMOdocs\xlam files)

2. Unblock the File

   a. After saving the file, locate the file in the Windows Explorer.

   b. Right-click the file and select Properties.

   c. Make sure the Unblock box is checked near the bottom of General Tab.

   d.
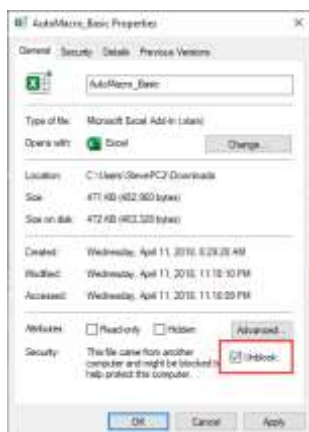
3. **This step in optional as the issue has been resolved in recent updates.**

   a. Trust the File Location

   b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location for the add-in to work.

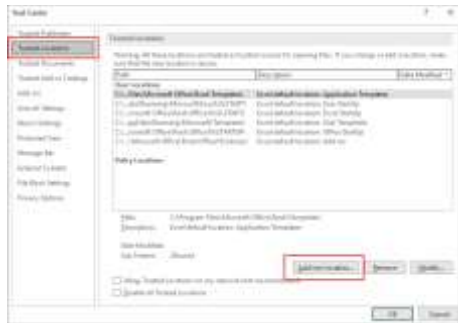   c. Go to File > Options > Trust Centre > Trust Centre Settings… > Trusted Locations > Add New Location

   d.

   e. **Trust Center > Trust Center Settings**

f.

g. Trusted Locations > Add New Location

h.

i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)
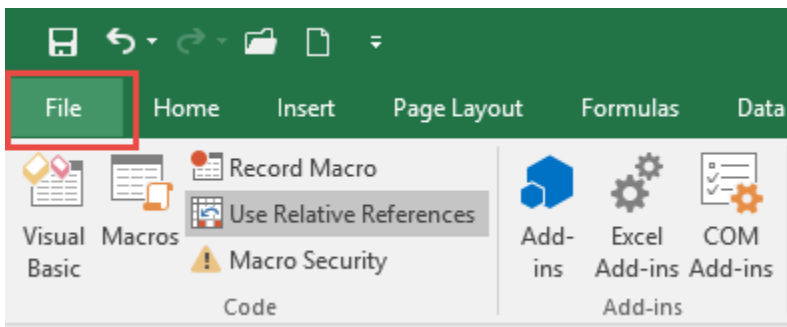
4. Make Sure the Developer Tab is Visible

5.

a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.
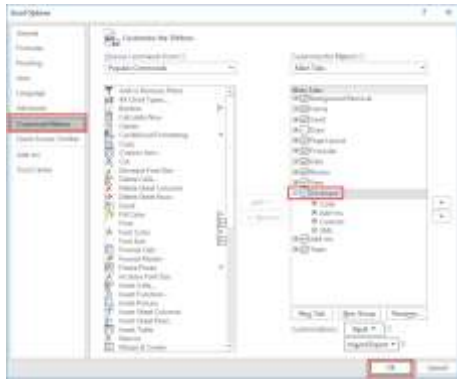
6. Click File as shown below

7.

8. Click Options

9.

10. In the left-hand pane, click Customise Ribbon.

11.

12. Click the developer check box and click ok at the bottom.

13. Once you have the Developer Tab appearing on the ribbon

14. Browse to File.

    a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\PMOdocs\xlam files)

    b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.
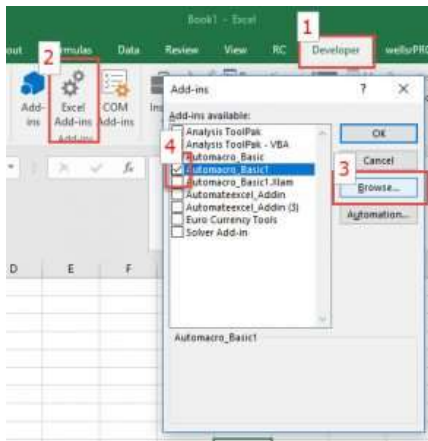
15.

16. Make sure the add-in has a check mark next to it and click OK.

17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.