

Telecommunications Report Template- Monthly Verizon Bill

Report Name (MM/DD is the billing period start and end date)

Verizon Telecom MM/DD-MM/DD

Account String

Type the account string here for reference (Account Name)

Business Purpose

[Professor name] Verizon Telecom for MM/DD-MM/DD

Comment (Copy the comment from “Create New Report” page to paste in expense comment section)

[Professor name] Verizon [Phone / Wifi] Telecommunication Expense for 80% HU business use,
billing period MM/DD/YY-MM/DD/YY.