

# Itemized Expense Disbursement Document

**Document No.:** EXD-2024-021

**Name:** Taylor Morgan

**Purpose:** Client Campaign Materials & Travel

**Date:** 2024-06-23

**Department:** Marketing

## Expense Details

Date	Description	Category	Amount (USD)
2024-06-10	Printing brochures for campaign	Office Supplies	120.00
2024-06-12	Travel to client site	Transportation	85.50
2024-06-14	Client lunch meeting	Meals & Entertainment	57.80
2024-06-15	Purchase of digital ad credits	Advertising	200.00
2024-06-18	Taxi - airport to hotel	Transportation	32.25
Total			495.55

**Requested By:** Taylor Morgan    **Date:** 2024-06-23

**Approved By:** \_\_\_\_\_    **Date:** \_\_\_\_\_

## Important Notes

- Ensure all receipts and supporting documents are attached to this form.
- Each expense entry should be itemized with accurate date and description.
- Approval signature is required before disbursement processing.
- Amounts should be accurate and in official currency (USD).
- This document must be retained for company financial records and audits.