

Itemized Expense Disbursement Document

Document No.: EXD-2024-021

Date: 2024-06-23

Name: Taylor Morgan

Department: Marketing

Purpose: Client Campaign Materials & Travel

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.