

# Expense Approval Document

Document No.:	EXP-2024-001	Date:	2024-06-15
Employee Name:	Jane Doe	Employee ID:	EMP102
Department:	Finance	Designation:	Accountant

## Expense Details

Date	Description	Category	Amount
2024-06-10	Client Meeting Lunch	Meals	\$45.00
2024-06-11	Taxi to Client Office	Transport	\$28.00
2024-06-12	Office Supplies	Supplies	\$32.50
<b>Total</b>			<b>\$105.50</b>

## Purpose of Expenses

To cover costs incurred during client meetings, transportation, and purchase of essential supplies for project work completed in June 2024.

## Prepared By:

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- All expenses should be supported by valid receipts or invoices.
- Ensure details are accurate to prevent processing delays.
- This document must be approved before reimbursement can be processed.
- Retain a copy of the signed document for your records.