

Detailed Itemized Reimbursement Spreadsheet

Date	Description	Category	Vendor	Receipt #	Amount
2024-06-04	Client meeting lunch	Meals	Riverside Café	17389	\$45.20
2024-06-05	Office supplies (notebooks, pens)	Supplies	Office Depot	98421	\$32.50
2024-06-06	Taxi to airport	Transportation	Metro Taxi	24512	\$28.00
2024-06-07	Hotel accommodation (1 night)	Lodging	Hotel City Inn	39322	\$110.00
2024-06-07	Conference registration fee	Registration	ABC Events	71174	\$185.00
Total					\$400.70

- Attach original receipts for all listed expenses.
- Ensure each entry is accurately categorized and described.
- Incomplete or missing documentation may delay reimbursement.
- Entries must comply with company policy and spending limits.
- Submit the completed form to your manager for approval.