

Internal Expense Approval Report

Department/Team	Finance	Report No.	EXP-2024-014
Prepared By	Jane Smith	Date	2024-06-15
Reporting Period	1st June 2024 - 15th June 2024	Cost Center	FIN-CC01

Expense Details

#	Date	Description	Category	Amount (USD)	Remarks
1	2024-06-03	Office Supplies Purchase	Office Supplies	150.00	Invoice #10125
2	2024-06-08	Team Lunch	Meals & Entertainment	96.50	Project Meeting
3	2024-06-12	Travel Reimbursement	Travel	220.00	Client Visit

Total Amount (USD): \$466.50

Summary & Justification

The above expenses were incurred as part of regular department operations and are essential for ensuring productivity and effective project management. Attached supporting documents (invoices, receipts) for each expense item.

Prepared By:

Date:

Checked By:

Date:

Approved By:

Date:

Important Notes

- This report should be supported by original receipts and invoices for all expense items listed.
- All expenses must comply with the organization's expense policy and approval matrix.
- Ensure accurate and timely submission to avoid delays in reimbursement or budget reporting.
- Signatures from preparer, checker, and approver are mandatory for validation purposes.
- Keep a digital copy of the approved report for future reference and audit requirements.