

Standard Monthly Expense Statement

Name: John Doe
Department: Finance
Month: June 2024
Employee ID: EMP00123

Expense Details

DATE	EXPENSE CATEGORY	DESCRIPTION	AMOUNT
2024-06-03	Travel	Taxi to client site	\$27.50
2024-06-08	Meals	Lunch with client	\$35.00
2024-06-15	Office Supplies	Printer ink	\$48.00
2024-06-16	Travel	Train ticket	\$18.00
2024-06-24	Other	Courier charges	\$12.75
TOTAL AMOUNT		\$141.25	

Employee's Signature

Supervisor's Signature

Date

Important Notes

- Ensure all expenses are accompanied by valid receipts or proofs of payment.
- Submit the statement for approval within 5 working days after the month ends.
- All claimed expenses must comply with the company's expense policy.
- Incomplete forms may result in delays or rejection of reimbursement.
- Keep a personal copy of the submitted statement for your records.