

Summary Monthly Expense Report

Report Month:

June 2024

Prepared By:

Jane Doe

Department:

Finance

Date of Submission:

2024-07-01

Expense Summary

Date	Category	Description	Amount (USD)
2024-06-03	Travel	Client meeting transportation	120.00
2024-06-05	Supplies	Office stationery purchase	75.25
2024-06-10	Meals	Team lunch	60.00
2024-06-20	Utilities	Internet service	80.00
Total			335.25

Notes

All expenses listed above have accompanying receipts and are in accordance with the company's expense policy.

Prepared By

Jane Doe

Approved By

Important Notes

- Ensure all expenses have supporting documentation or receipts.
- Submit the report by the deadline to avoid payment delays.
- Review company policy on allowable expenses before submission.
- Double-check totals and categories for accuracy.
- Obtain approval signatures where required.