

# 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.