

Itemized Expense Receipt

Date: 2024-06-19
Receipt No.: 000357

Payee: Jane Smith

Department: Finance

Project/Reference: Q2 Market Audit

Expense Details

Date	Description	Category	Amount (USD)
2024-06-14	Travel - Taxi from office to airport	Transportation	32.50
2024-06-14	Lunch with client at Airport Diner	Meals	27.20
2024-06-15	Hotel stay (1 night)	Lodging	120.00
2024-06-16	Supplies for audit	Office Supplies	14.80
Total			194.50

Received by: _____
Date: _____

- Important Notes:
- Attach original receipts for all listed expenses.
 - Ensure each item is accurately described and categorized.
 - Sign and date the receipt for audit verification.
 - Keep a copy for your own records.
 - Incomplete documentation may delay reimbursement or audit approval.