

# 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
<b>Total</b>			<b>194.50</b>

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.