

Standard Expense Receipt

ABC Corporation

123 Main Street, Cityname, Country
Phone: (123) 456-7890 | Email: info@abccorp.com

Receipt No: ER-2024-0075

Date: 2024-06-02

Issued To: John Doe

Department: Marketing

Payment Method: Credit Card

#	Description	Date	Category	Amount
1	Business Lunch with Client	2024-06-01	Meals & Entertainment	60.00
2	Taxi Fare	2024-06-01	Transportation	25.00
3	Office Supplies	2024-06-01	Supplies	15.50
Total				100.50

Received By: Sara Lee

Accounts Department

Signature: _____

Important Notes:

- Receipts must be attached for all items claimed.
- This document serves as proof of expenses for reimbursement or accounting.
- Ensure all entries are accurate and verifiable.
- Unauthorized expenses are subject to rejection.
- Keep a copy of this receipt for your records.