

Automated Expense Report

Employee Name:

John Doe

Employee ID:

123456

Department:

Finance

Report Date:

2024-06-15

Report Period:

2024-06-01 to 2024-06-15

Expense Details

| Date | Expense Type | Description | Amount (\$) | Receipt Attached |
|------------|-----------------|---------------------------------|------------------------|------------------|
| 2024-06-02 | Travel | Taxi from office to client site | 25.00 | Yes |
| 2024-06-03 | Meals | Team lunch with client | 52.30 | Yes |
| 2024-06-05 | Accommodation | Hotel stay for conference | 125.00 | Yes |
| 2024-06-10 | Office Supplies | Printer paper | 15.75 | No |
| | | | Total: \$218.05 | |

Approvals & Signatures

| | | | |
|-------------------------|-------------|------|------------|
| Prepared by | John Doe | Date | 2024-06-15 |
| Manager Approval | Jane Smith | Date | 2024-06-16 |
| Finance Approval | Mark Taylor | Date | 2024-06-17 |

Important Notes:

- Attach all receipts for expenses where possible for verification purposes.
- Ensure all expenses comply with company policy and are submitted within the stated deadlines.
- Incomplete or missing information may delay approval and reimbursement.
- Any personal expenses must be excluded from this report.
- For questions or assistance, contact your supervisor or the finance department.