

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.