

Expense Report

Employee Name	John Doe	Department	Marketing
Report Month	June 2024	Submitted Date	2024-06-29
Manager	Jane Smith	Report ID	#EXP-0634

Date	Description	Category	Payment Method	Amount (USD)	Receipt Attached
2024-06-03	Client Lunch	Meals & Entertainment	Credit Card	45.78	Yes
2024-06-08	Taxi to Airport	Transportation	Cash	32.00	Yes
2024-06-12	Hotel Accommodation	Lodging	Credit Card	225.00	Yes
2024-06-19	Office Supplies	Supplies	Credit Card	15.99	No
2024-06-25	Team Dinner	Meals & Entertainment	Credit Card	120.50	Yes
				Total:	439.27

Important Notes:

- All expenses must be supported with valid receipts for reimbursement.
- Categorize each expense accurately for proper accounting.
- Ensure that the report period and dates match organizational policies.
- Double-check total calculations before submitting for approval.
- Contact HR or your manager if you have questions about eligible expenses.