

Expense Report

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|---------------|------------|----------------|------------|
| 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.