

# Expense Report

Employee Name

Jane Doe

Employee ID

EMP-00712

Department

Finance

Report No.

ER-2024-056

Report Period

01-June-2024 to 30-June-2024

Submission Date

01-July-2024

## Expense Details

Date	Category	Description	Amount (USD)
03-Jun-2024	Travel	Train ticket to client site	45.00
04-Jun-2024	Meals	Client lunch	25.50
10-Jun-2024	Accommodation	Hotel stay (1 night)	110.00
15-Jun-2024	Office Supplies	Printer ink	32.80
25-Jun-2024	Other	Taxi fare	18.20

Total Amount: \$231.50

Advance Taken: \$100.00

Amount Due/Reimbursed: \$131.50

Prepared By

Jane Doe

Approved By

John Lee

Approval Date

02-July-2024

## Important Notes

- All expenses must include original receipts or supporting documents as attachments.
- Incomplete or late submissions may delay reimbursement.
- Expenses should comply with company policy and be approved before submission.
- Ensure accurate categorization and descriptions for each listed expense.
- Retain copies of this report for your personal records.

