

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.

