

Comprehensive Expense Approval Document

Document No.: EXP-2024-0029

Date: 2024-06-17

Department: Marketing

Submitted By: Anna Rodriguez

1. Expense Summary

#	Description	Category	Date Incurred	Amount (USD)	Supporting Document
1	Client Meeting Lunch	Meals & Entertainment	2024-06-10	120.00	Receipt_1123.pdf
2	Social Media Ad Campaign	Advertising	2024-06-11	400.00	Invoice_3155.pdf
3	Taxi (Airport to Office)	Travel	2024-06-09	35.50	Receipt_1145.pdf
Total					555.50

2. Purpose of Expenses

The above expenses were incurred during routine marketing operations, covering client engagements and campaign execution.

3. Approval Workflow

Role	Name	Status	Date	Comment
Department Head	Linda Chen	Approved	2024-06-15	All documents verified
Finance Manager	Robert Evans	Pending	-	-

4. Signatures

Prepared By

Anna Rodriguez

Date: 2024-06-17

Approved By

Linda Chen

Date: 2024-06-15

Finance Review

Robert Evans

Date: _____

Important Notes

- Ensure all supporting documents are attached for each expense item before submission.
- All expenses must comply with the company's expense policy.
- Approval from both department head and finance is mandatory for reimbursement.
- The document serves as an official record; retain copies for audit purposes.
- Incomplete information may delay the approval process.