

Detailed Expense Reimbursement Summary

Employee Name: Jane Doe

Employee ID: 102374

Department: Finance

Report Period: 2024-05-01 to 2024-05-31

Date of Submission: 2024-06-12

Manager: Alex Smith

Expense Details

Date	Category	Description	Vendor	Amount	Receipt Provided
2024-05-03	Travel	Train ticket to client site	TransitRail	\$45.00	Yes
2024-05-04	Meals	Lunch with client	Bistro Cafe	\$27.50	Yes
2024-05-07	Office Supplies	Printer ink	PrintStore	\$33.25	Yes
2024-05-15	Parking	Parking at client location	CityPark	\$12.00	No
2024-05-22	Travel	Taxi to airport	QuickCab	\$37.40	Yes
					Total \$155.15

Important Notes

- All expenses must be accompanied by valid receipts unless otherwise noted in policy.
- Ensure expenses are categorized accurately for faster approval and reimbursement.
- Incomplete or inaccurate documentation may delay the reimbursement process.
- Refer to the company reimbursement policy for eligible and ineligible expense items.