

Digital Expense Claim Spreadsheet

Employee Name	John Doe	Employee ID	EMP-10234
Department	Marketing	Date	2024-06-18
Claim Period	June 1–15, 2024	Supervisor	Jane Smith

Date	Description	Category	Amount (USD)	Receipt Attached	Remarks
2024-06-02	Taxi to client meeting	Transport	35.00	Yes	
2024-06-04	Client lunch	Meals	52.30	Yes	With invoice
2024-06-10	Office supplies	Supplies	18.20	No	Receipt lost
2024-06-14	Parking fee	Transport	6.00	Yes	
Total			111.50		

- Attach all relevant receipts for each expense claimed to ensure timely approval.
- All claims should be submitted within the specified claim period as per company policy.
- Incomplete or incorrect entries may delay reimbursement.
- Please seek approval from your supervisor before submitting large or unusual expenses.
- Keep a digital backup of your claim and receipts for your records.