

Employee Expense Report

Date: 2024-05-27

Employee Name

Jane Doe

Employee ID

EMP-00274

Department

Sales

Report Period

2024-05-01 to 2024-05-26

Manager Name

John Smith

Expense Details

Date	Expense Category	Description	Amount (USD)
2024-05-03	Travel	Taxi to client meeting	32.50
2024-05-04	Meals	Lunch with client	18.90
2024-05-10	Accommodation	Hotel overnight stay	120.00
2024-05-15	Supplies	Office materials purchase	46.20
2024-05-21	Travel	Flight ticket for business trip	350.00
Total			567.60

Employee Signature

Manager Approval

Important Notes

- Attach all original receipts for each expense item claimed.
- All expenses must comply with the company's expense policy.
- Submit this report within 7 days of incurring the expenses.
- Incomplete or inaccurate information may delay reimbursement.
- Manager's approval is required before processing reimbursement.