

# Digital Expense Settlement Statement

## Employee Information

Name:	Jane Doe	Employee ID:	EMP10234
Department:	Finance	Date:	2024-06-23
Purpose:	Business trip to New York for client meeting		

## Expense Details

Date	Expense Type	Description	Amount (USD)	Receipt
2024-06-10	Transport	Taxi fare from airport to hotel	45.00	Attached
2024-06-11	Meals	Lunch with client	32.50	Attached
2024-06-12	Lodging	Hotel stay (2 nights)	240.00	Attached
2024-06-13	Miscellaneous	Stationery purchase	18.20	Attached
Total				335.70

## Bank Details (for Reimbursement)

Bank Name:	ABC Bank	Account Number:	9876543210
IFSC Code:	ABC0001234	Account Holder:	Jane Doe

## Declaration

I hereby declare that the above expenses have been incurred for official purposes and the receipts are attached as proof. The details furnished are true and correct to the best of my knowledge.

Employee Signature: \_\_\_\_\_ Date: 2024-06-23

Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes

- All claimed expenses must be supported by valid receipts or invoices.
- Ensure that the expense types and descriptions are clearly mentioned.
- Expense settlement forms must be submitted within the stipulated time as per company policy.
- False claims may result in disciplinary action.
- For reimbursement, accurate bank details must be provided.