

Employee Expense Settlement Statement

Employee Name	Jane Doe	Employee ID	EMP0456
Department	Marketing	Designation	Marketing Executive
Settlement Period	01 May 2024 – 20 May 2024	Date of Submission	21 May 2024

Expense Summary

No.	Date	Description	Category	Amount (USD)
1	02-May-2024	Team lunch with clients	Meals & Entertainment	65.00
2	05-May-2024	Taxi fare (client meeting)	Travel	28.50
3	12-May-2024	Stationery purchase	Office Supplies	14.20
4	16-May-2024	Hotel stay (outstation visit)	Lodging	120.00
5	18-May-2024	Flight ticket (client visit)	Travel	280.00
Total Amount to be Settled				507.70
Advance Taken				200.00
Net Reimbursement				307.70

Employee Signature

Manager Approval

Accounts Approval

Important Notes

- All expenses must be supported by valid receipts or proof of purchase.
- Only official, work-related expenses within company policy will be reimbursed.
- Claims should be submitted within the stipulated timeline after incurring expenses.
- False declarations or misuse may result in disciplinary action.
- Advance payments, if taken, must be clearly declared and adjusted.