

# Itemized Expense Settlement Document

## Document Details

Document No.	EXP-2024-0256	Date	2024-06-16
Submitted By	Jane Doe	Department	Finance
Purpose	Reimbursement for business travel expenses (New York, June 2024)		

## Expense Details

#	Date	Description	Category	Receipt No.	Amount (USD)
1	2024-06-01	Flight ticket NYC	Travel	RC10756	420.00
2	2024-06-03	Hotel stay (3 nights)	Accommodation	RC10988	370.00
3	2024-06-02	Meals	Meals	NA	65.00
4	2024-06-04	Taxi from airport	Transport	RC11122	35.00
Total					890.00
Advance Received					200.00
Amount Due					690.00

## Acknowledgements

Claimant Signature	_____	Date	_____
Manager Approval	_____	Date	_____

## Important Notes

- All expenses must be supported by original receipts where applicable.
- Claims should be submitted within the policy's stipulated time frame.
- Incorrect or incomplete information may delay settlement.
- Advance payments must be declared and offset against the total claim.
- Ensure that all items comply with company expense policies.