

Expense Settlement Statement

Employee Name:

[Sample Name]

Employee ID:

[12345]

Department:

[Finance]

Date:

[2024-06-13]

Settlement Number:

[EXP-2024-001]

Purpose of Expense:

[Business Meeting]

Settlement Period:

[2024-06-01 to 2024-06-10]

Expense Details

Date	Description	Category	Amount	Remarks
2024-06-02	Lunch with client	Meals	\$28.00	Client: ABC Corp
2024-06-04	Taxi fare	Transport	\$15.50	To/from meeting
2024-06-06	Office Supplies	Supplies	\$22.75	Stationery
2024-06-08	Coffee with partner	Meals	\$10.00	Partner meeting
Total: \$76.25				

Total Amount Claimed:

\$76.25

Amount Advanced (if any):

\$0.00

Net Amount to be Settled:

\$76.25

Employee Signature

Manager Approval

Finance Dept.

Date

Important Notes

- All expenses must be supported by valid receipts or invoices.
- Claims should be submitted within the allowable period as per company policy.

- Incorrect or incomplete statements may result in settlement delays.
- Ensure all required approvals are obtained before submission.
- This document serves as the official record for expense reimbursements.