

Client Expense Summary Statement

Client Name: John Doe
Statement Date: 2024-06-08
Client ID: CL-100245
Project / Case: Project Alpha
Period Covered: 2024-05-01 to 2024-05-31

Expense Details

Date	Description	Category	Reference	Amount
2024-05-04	Hotel accommodation	Travel	INV-2031	\$320.00
2024-05-10	Client lunch meeting	Meals & Entertainment	INV-2040	\$68.50
2024-05-13	Flight tickets	Transportation	INV-2045	\$450.00
2024-05-15	Stationery purchase	Supplies	INV-2052	\$22.90
2024-05-20	Taxi fare	Transportation	INV-2060	\$37.20
Total Expenses				\$898.60

Important Notes

- This summary reflects reimbursable expenses incurred on behalf of the client during the stated period.
- All amounts are listed in USD unless otherwise stated.
- Original receipts and supporting documentation are available upon request.
- Please review and notify us within 7 days for any discrepancies.