

Employee Expense Summary Log

Employee Details

Employee Name	Jane Smith	Employee ID	EMP-10392
Department	Sales	Report Period	01 May 2024 - 31 May 2024

Expense Details

Date	Expense Type	Description	Amount (USD)	Receipt Attached
2024-05-04	Travel	Train ticket to client meeting	45.00	Yes
2024-05-09	Meals	Lunch with Client A	38.50	Yes
2024-05-15	Accommodation	Hotel during sales trip	183.00	Yes
2024-05-22	Supplies	Printer ink	29.99	No
2024-05-29	Travel	Taxi from airport	32.75	Yes

Total Amount: \$329.24

Important Notes:

- All expenses must be supported by original receipts wherever possible.
- Ensure each expense is accurately categorized and described for audit purposes.
- Expense logs should be submitted promptly, as per company policy.
- Unapproved or out-of-policy expenses may be denied for reimbursement.
- Review entries thoroughly before submission to avoid errors or missing documentation.