

# Reimbursement Expense Summary Report

Employee Name:	John Doe	Employee ID:	EMP12345
Department:	Finance	Report Date:	2024-06-18
Period Covered:	2024-06-01 to 2024-06-15		

## Expense Details

#	Date	Description	Category	Amount (USD)	Receipt Attached
1	2024-06-03	Client Lunch Meeting	Meals	45.00	Yes
2	2024-06-05	Taxi to Airport	Transport	30.00	Yes
3	2024-06-07	Hotel Accommodation	Lodging	120.00	Yes
4	2024-06-10	Office Supplies	Supplies	15.25	No
Total				210.25	

## Approval & Acknowledgment

Prepared by:	John Doe	Date:	2024-06-18
Approved by:	Jane Smith	Date:	2024-06-19

## Important Notes

- All expenses must comply with the company's reimbursement policy.
- Original receipts should be attached where applicable.
- Claims should be submitted within 30 days from the date of expense.
- Incomplete or inaccurate reports may delay processing and reimbursement.
- Supervisor approval is mandatory before final submission.