

Standard Expense Summary Sheet

Employee Name:	John Doe	Department:	Marketing
Expense Period:	01/05/2024 - 07/05/2024	Report Date:	08/05/2024
Purpose:	Business trip to attend regional marketing summit		

Expense Details

#	Date	Category	Description	Amount (USD)
1	01/05/2024	Travel	Flight to New York	320.00
2	02/05/2024	Accommodation	Hotel Stay	450.00
3	03/05/2024	Meals	Business lunch with client	65.00
4	05/05/2024	Transport	Taxi	40.00
5	06/05/2024	Other	Conference entrance fee	120.00
				Total 995.00

Approval

Submitted by:	John Doe	Date:	08/05/2024
Approved by:	Jane Smith	Date:	09/05/2024

Important Notes

- All expenses must be supported by original receipts or proof of payment.
- Ensure all expenses comply with company policies and allowable limits.
- Submit the summary sheet within the specified reporting period.
- Incomplete or inaccurate information may delay reimbursement processing.
- Supervisor's approval is mandatory before final submission.