

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.