

Expense Summary Report

Report Period: June 1, 2024 - June 30, 2024
Prepared By: John Doe
Department: Marketing
Date Prepared: July 3, 2024

Date	Description	Category	Amount (USD)
2024-06-03	Taxi to client meeting	Transportation	23.50
2024-06-05	Lunch with client	Meals & Entertainment	52.00
2024-06-10	Office supplies	Supplies	38.75
2024-06-16	Airfare for conference	Travel	350.00
2024-06-25	Hotel stay (2 nights)	Lodging	260.00
Total			724.25

Important Notes:

- Ensure all receipts and supporting documents are attached for each expense claimed.
- Submit the report within the required timeframe as set by your department policy.
- Clearly categorize each expense for accurate accounting and reimbursement processing.
- Incomplete or inaccurately filled reports may delay reimbursement.
- Review and verify all entries before submission.