

# Itemized Expense Receipt

**Receipt No.:** 000124

**Date:** 2024-06-12

**Received From:** Jane Smith

**Payment Method:** Credit Card

**Address:** 123 Main Street, Cityville

**Contact:** jane.smith@email.com

## Expense Details

#	Description	Date	Qty	Unit Price	Total
1	Office Supplies (Pens, Paper)	2024-06-10	5	\$8.00	\$40.00
2	Travel Expense (Taxi)	2024-06-11	1	\$22.50	\$22.50
3	Meal Expense (Lunch Meeting)	2024-06-11	2	\$15.00	\$30.00
				<b>Subtotal</b>	<b>\$92.50</b>
				<b>Tax (5%)</b>	<b>\$4.63</b>
				<b>Total</b>	<b>\$97.13</b>

**Paid By:** Jane Smith

**Approved By:** John Doe, Accounts Dept.

### Important Notes:

- Always retain itemized receipts for reimbursement or accounting purposes.
- Ensure each item listed matches the actual expenses incurred.
- Include dates, quantities, and descriptions for clarity and validation.
- Do not alter or modify any details post-approval.