

# 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> \$92.50
					<b>Tax (5%)</b> \$4.63
					<b>Total</b> \$97.13

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.