

Acme Solutions Inc.

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San Francisco, CA 94103

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EXPENSE RECEIPT

Receipt No: ER-2024-0412

Date Issued: June 15, 2024

Billed To:

Jane Doe

987 Elm Street

New York, NY 10022

Email: jane.doe@email.com

Description	Date	Category	Amount (USD)
Flight ticket: SFO to JFK	Jun 10, 2024	Travel	\$350.00
Hotel accommodation	Jun 11, 2024	Lodging	\$210.00
Business lunch	Jun 12, 2024	Meals	\$46.50
Taxi: JFK Airport to Hotel	Jun 11, 2024	Transportation	\$38.00
Total			\$644.50

Payment Method: Corporate Credit Card

Authorized By: John Smith

Important Notes:

- This is a digital expense receipt generated for recordkeeping purposes.
- Ensure all amounts are accurate and reflect actual incurred expenses.
- Keep this receipt for audit and reimbursement processes.
- No physical signature required on digital receipts.
- Contact the issuer for any questions or corrections.