

Approved Expense Report Receipt

Document No: EXP-2024-0175

Employee Name

Jane Doe

Employee ID

JD4159

Department

Marketing

Date Submitted

2024-06-18

Reporting Period

2024-06-10 to 2024-06-15

Date	Description	Category	Amount	Receipt Attached
2024-06-11	Client Lunch Meeting	Meals	\$48.50	Yes
2024-06-12	Taxi to Airport	Transportation	\$32.70	Yes
2024-06-13	Hotel Stay (1 night)	Accommodation	\$120.00	Yes
2024-06-14	Office Supplies	Supplies	\$18.30	Yes
*			Total	\$219.50

Employee Signature

Date: 2024-06-18

Approver Signature

Date: 2024-06-19

Important Notes

- Receipts must be attached for all listed expenses.
- Entries without approval signature are not considered valid.
- Reimbursement will be processed within 10 business days after approval.
- Any discrepancies or missing documentation may delay processing.
- Keep a copy of this document for your records.