

# Client Meeting Expense Receipt

Date of Meeting

Receipt No.

Enter receipt number

Client Name

Enter client name

Project / Purpose

Describe meeting purpose

Location

Enter meeting location

## Expense Details

Description	Category	Amount	Currency
Lunch with client	Meal	45.00	USD
Taxi fare to/from venue	Transportation	30.00	USD
Total		75.00	USD

Additional Notes

Any other relevant information

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Employee / Preparer Signature

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Date

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Manager / Finance Approval

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## Important Notes:

- Attach original receipts for all listed expenses wherever possible.
- Ensure all expenses comply with company policy and limits.
- State the business purpose of the meeting clearly.
- Incomplete or unapproved forms may result in delayed reimbursement.

