

Sample Company Ltd.

123 Business Avenue

New York, NY 10001

Phone: (555) 123-4567

Expense Receipt

Receipt Number: EXP-2024-0007

Date of Issue: 2024-06-11

Billed To: John Doe

Department: Marketing

Description	Date	Category	Amount (USD)
Flight to Marketing Conference	2024-06-08	Travel	550.00
Hotel Accommodation	2024-06-09	Lodging	410.00
Client Dinner	2024-06-09	Meals	120.00
Taxi to Airport	2024-06-08	Transport	45.00
Total			1125.00

Total Amount: **\$1125.00**

Payment Method: Company Card

Authorized By: Mary Smith

Submitted By

John Doe

Approved By

Mary Smith

Important Notes:

- Always attach supporting documents (invoices, receipts) for each expense item.
- Ensure all details are accurate before submission.
- Receipts must be submitted within the specified period per company policy.
- Personal expenses should not be included in business expense receipts.
- This document is required for reimbursement and audit purposes.