

Itemized Monthly Expense Report

Report Month: June 2024
Prepared by: John Doe
Department: Finance
Date Prepared: 2024-07-02

EXPENSE DETAILS

DATE	CATEGORY	DESCRIPTION	AMOUNT (\$)
2024-06-01	Office Supplies	Printer Ink Cartridges	45.00
2024-06-03	Utilities	Electricity Bill	120.50
2024-06-10	Travel	Client Meeting Taxi Fare	32.80
2024-06-15	Entertainment	Staff Lunch	75.60
2024-06-20	Maintenance	AC Servicing	65.00
Total			338.90

SUMMARY BY CATEGORY

Office Supplies	\$45.00
Utilities	\$120.50
Travel	\$32.80
Entertainment	\$75.60
Maintenance	\$65.00

IMPORTANT NOTES

- All expenses must be supported with original receipts and relevant documentation.
- Ensure each item is accurately categorized for proper tracking and reporting.
- Reports should be reviewed and approved as per organizational policy.
- Discrepancies or missing information may delay reimbursements.
- Maintain confidentiality when handling expense reports containing sensitive information.