

# Corporate Expense Report

For Ledger Submission

## General Information

**Report ID:** EXP-2024-012  
**Submission Date:** 2024-06-10

**Employee Name:** Jane Doe  
**Employee ID:** 04523  
**Department:** Finance

**Manager:** John Smith  
**Period Covered:** 2024-05-01 to 2024-05-31

## Expense Details

Date	Category	Description	Payment Method	Amount (USD)
2024-05-03	Travel	Taxi fare to client office	Corporate Card	35.00
2024-05-10	Meals	Lunch meeting with client	Reimbursed	58.50
2024-05-15	Supplies	Stationery purchase	Corporate Card	24.75
2024-05-28	Travel	Airfare for conference	Corporate Card	300.00
Total				418.25

## Approval

**Employee Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Manager Approval:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## Important Notes

- All expenses must be supported with original receipts and relevant documentation.
- Please ensure expense categories are filled accurately for correct ledger posting.
- Reports must be approved by the immediate manager before ledger submission.
- Personal expenses are not reimbursable and should not be included.
- Submit the completed form and attachments within 10 days after period end.