

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.