

Itemized Expense Bill

Bill No. IEB-2024-1057

Date 2024-06-12

Billed To Acme Corporation
1234 Market Street
Metropolis, NY 10001

Prepared By Jane Doe
Finance Dept.

#	Description	Date	Category	Reference	Amount (\$)
1	Office Supplies - Stationery	2024-06-10	Office Expenses	INV-9872	58.45
2	Team Lunch - Project Closing	2024-06-11	Meals & Entertainment	RCPT-2347	120.00
3	Monthly Internet Bill	2024-06-05	Utilities	BILL-8963	45.20
4	Cabling Service Fee	2024-06-08	Repairs & Maintenance	SV-2210	74.00
					Total 297.65

Important Notes:

- All expense entries should be supported by valid bills, receipts, or references for audit purposes.
- Ensure that each item is categorized properly to maintain accurate ledger tracking.
- This document serves as a detailed record for reimbursement and financial reporting.
- Any discrepancies should be reported to the Finance Department immediately.