

Employee Reimbursement Expense Statement

Employee Name: John Doe

Employee ID: EMP12345

Department: Finance

Statement Date: 2024-06-15

Period Covered: 2024-06-01 to 2024-06-10

Date	Description	Expense Type	Reference	Amount (USD)
2024-06-02	Taxi from Airport to Office	Travel	INV-10021	38.00
2024-06-03	Lunch with Client	Meals	REC-5681	27.50
2024-06-05	Stationery Purchase	Office Supplies	INV-10037	14.75
2024-06-09	Parking Fee	Transport	REC-5712	6.00
Total				86.25

Employee Signature

Manager Approval

Important Notes:

- Original receipts and invoices must be attached for all expenses claimed.
- Ensure expenses comply with company reimbursement policy before submitting.
- Incomplete or late submissions may result in processing delays.
- All entries should be accurate and supported with appropriate documentation.
- Approval from designated authority is mandatory prior to ledger posting.