

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.