

Detailed Expenditure Statement

Prepared For	ABC Organization
Period Covered	1st Jan 2024 - 31st Jan 2024
Date Prepared	5th Feb 2024
Prepared By	Jane Doe

Expenditure Details

#	Description	Date	Category	Amount (USD)
1	Office Supplies Purchase	03-01-2024	Supplies	120.00
2	Client Meeting Lunch	08-01-2024	Meals & Entertainment	55.50
3	Team Travel Reimbursement	15-01-2024	Travel	300.00
4	Monthly Internet Bill	18-01-2024	Utilities	75.00
5	Printing Promotional Materials	22-01-2024	Advertising	210.00
Total				760.50

Important Notes

- All expenditure items must be supported by original receipts or invoices.
- Ensure each expense is categorized correctly for accurate reporting.
- Double-check calculations before final submission.
- This statement may be audited; retain copy of all supporting documents.
- Timely submission is required for prompt reimbursement or approval.