

Monthly Consolidated Expense Report

Reporting Period: June 1, 2024 – June 30, 2024

Date	Description	Category	Department	Amount (USD)
2024-06-03	Office Supplies Purchase	Office Supplies	Administration	125.50
2024-06-07	Team Lunch	Meals & Entertainment	Marketing	215.80
2024-06-11	Monthly Internet Bill	Utilities	IT	75.00
2024-06-15	Client Meeting Travel	Travel	Sales	340.25
2024-06-18	Software Subscription Renewal	Software	IT	299.99
2024-06-25	Printer Maintenance	Maintenance	Administration	80.00
2024-06-29	Business Stationery Printing	Printing	Marketing	120.00

Total Expenses: 1,256.54

Prepared By: Jane Doe

Date Prepared: 2024-07-01

Important Notes:

- All expenses must be supported by appropriate receipts or invoices.
- This report should be reviewed and approved by relevant authorities before processing reimbursements.
- Ensure that expenses are categorized correctly for accurate financial tracking.
- Submission deadlines must be followed to avoid delays in processing.
- Discrepancies or errors should be reported immediately to the accounting department.