

# Quick Expense Summary Slip

Date  
2024-06-15  
Employee Name  
Jane Doe  
Department  
Marketing  
Slip No.  
EXP-0234

Date	Description	Category	Amount (USD)
2024-06-10	Client Lunch	Meals	32.50
2024-06-11	Taxi to venue	Transport	14.00
2024-06-12	Printing Materials	Supplies	19.80
2024-06-14	Parking	Others	5.00
Total			71.30

Prepared By

Signature & Date  
Approved By

Signature & Date

- Important Notes:**
- This slip should only summarize small, routine expenses.
  - All claims must be supported by original receipts attached separately.
  - Ensure approval is obtained before reimbursement.
  - Incorrect or incomplete slips will delay processing.
  - Keep a copy of this document for your records.