

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.