

Detailed Business Expense Report

Employee Information

Name	Jane Smith	Employee ID	JS12345
Department	Marketing	Report Date	2024-06-01
Manager	Alan Cooper	Period Covered	May 2024

Expense Details

Date	Description	Category	Amount	Receipt Attached
2024-05-03	Flight to Chicago for client meeting	Travel	\$320.00	Yes
2024-05-04	Hotel accommodation (2 nights)	Lodging	\$420.00	Yes
2024-05-05	Client business dinner	Meals & Entertainment	\$110.00	Yes
2024-05-06	Taxi from airport to hotel	Transportation	\$48.00	Yes
2024-05-06	Office supplies for conference	Supplies	\$35.00	No

Total Amount	\$933.00
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Purpose of Expenses

Attended a marketing conference in Chicago to meet with key clients and foster business relationships. Expenses listed above were necessary for travel, accommodation, client meetings, and professional engagements during this trip.

Approval & Signature

Employee Signature

Date

Manager Approval

Important Notes

- Receipts must be attached for all expenses claimed, unless otherwise permitted.
- Ensure expenses comply with company policy and have manager approval.
- Provide clear and accurate descriptions for all expense items.
- Submit this report within the timeframe stipulated by company guidelines.
- Falsification of information may lead to disciplinary action.